

Portarlington Golf Club Safeguarding Children in Golf

Portarlington Golf Club will strive to promote the Core Values in Sport for Young People. The following principles will guide the development of young people within golf. Young people's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within Portarlington Golf Club. Adults will need to have a basic understanding of the needs of young people, including their physical emotional and personal needs.

CHILDHOOD The importance of childhood should be understood and valued by everyone involved in sport. The right to happiness within childhood should be recognised and enhanced to ensure that children enjoy the experience of the sport.

COMPETITION Competition is an essential element of sport and should be encouraged in an age appropriate manner. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate places. A balanced approach to competition can make a significant contribution to children's development, while at the same time providing fun, enjoyment and satisfaction. Through such competition children learn respect for opponents, officials and rules of the sport.

FAIR PLAY All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour. The importance of participation for each child, best effort, and enjoyment rather than winning should be stressed. Children should be encouraged to win in an open and fair way. Behaviour which constitutes cheating in any form should be discouraged.

EQUITY All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability, should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their potential alongside other children.

RESPECT All children have a fundamental right to be respected, nurtured, cared for and protected from all forms of sexual exploitation and sexual abuse and from any other kind of exploitation and abuse.

GOOD PRACTICE Children learn best by example. To assist in the promotion of good practice children's sport should be conducted in a safe, positive, and encouraging atmosphere. Standards of behaviour for leaders and children at the Club should be as important as the standards set for sports performance. Standards of excellence should extend to club etiquette and personal conduct.

SAFE SYSTEMS Portarlington Golf Club will operate effective and safe systems to assure the protection of children and will also apply defined methods of selecting, training and clarifying the responsibilities of leaders working with children.

PROPER BALANCE This must reflect the primacy principle of child safety. A proper balance will be maintained between protecting children and respecting the needs and rights of staff/leaders, but, where there is a conflict, the welfare of the child will have primacy.

PARENTS Parents of children have a right to respect and will be consulted and involved in matters which concern their child.



ROLE OF ADULTS Adults should always ensure that children are treated with integrity and respect, and that the self-esteem of young people is enhanced. All adult actions in sport should be guided by what is best for the child and carried out in the context of respectful and open relationships.

REPORTING CONCERNS TUSLA The Child Family Agency should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected. A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the HSE Children and Family Services. The guiding principles in regard to reporting child abuse or neglect may be summarised as follows.

- The safety and well-being of the child must take priority.
- Reports should be made without delay to TUSLA The Child Family Agency and/or the Gardaí.

COMPLAINTS All suspicions and allegations of child abuse will be taken seriously and responded to swiftly and appropriately.

INVESTIGATION OF COMPLAINTS Where a criminal offence is suspected the Statutory Authorities will be informed. It is the duty of the statutory authorities, not of individuals or organisations, to investigate reports of child abuse.

MULTI AGENCY Portarlington Golf Club will work cooperatively with all agencies and disciplines concerned with the protection and welfare of children.

CODE OF CONDUCT AND PERSONAL SAFETY GUIDELINES FOR JUNIOR MEMBERS

Code of Conduct for Juniors

Portarlington Golf Club wishes to provide the best possible environment for all Juniors involved in golf. Juniors deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities which they must accept. Juniors should be encouraged to realise that they have responsibilities to treat other participants and the Club's leaders and coaching personnel with fairness and respect.

Juniors are entitled to.

- Be safe and to feel safe.
- Be listened to and believed.
- Have fun and enjoy golf.
- Have a voice in relation to their activities within golf.
- Be treated with dignity, sensitivity and respect.
- Participate on an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasions etc.
- Experience competition at a level at which they feel comfortable.
- Make complaints and have them dealt with.
- Be safe from risk of bullying behaviour.



- Say NO to things that make them feel unsafe.
- Privacy and Confidentiality.

Junior should always.

- Give their friends a second chance.
- Treat Golf Leaders with respect, (including professionals, coaches, convenors, club officials etc.).

Look out for themselves and the welfare of others.

- Always play fairly, do their best.
- Be organised and on time, tell someone if you are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents be gracious in defeat.
- Abide by the rules set down by team managers when travelling to away events or representing the Club.
- Behave in a manner that avoids bringing golf into disrepute.
- Talk to the Club's Junior Convenor if they have any problems.

Juniors should never.

- Cheat.
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour.
- Shout or argue with officials, teammates or opponents.
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate another player or gain advantage.
- Take banned substances, drink alcohol, smoke or engage in inappropriate sexual behaviour.
- Keep secrets that may leave them or others at risk.
- Tell lies about adults or juniors or spread rumours.
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion.

Personal Safety Guidelines

- a) Have arrangements in place for a timely pick-up at the end of your game or practice session.
- **b)** Always check into the Pro-Shop before going onto the golf course.
- c) Tell someone if you have to leave the Club or a competition.
- **d)** Look out for yourself and for the welfare of others. Do not engage with strangers. If you notice anything of a suspicious nature alert staff at the Golf Shop.



- **e)** Observe instructions and restrictions required by the Rules of the Club and appropriate members of staff, these include compliance with playing and age restrictions applicable to the course, bar and clubhouse.
- f) Comply with safety notices governing the use of the driving range and other practice facilities.
- g) Juniors Members aged 14 years and over are permitted to caddy for a parent/guardian who is a member.
- h) Junior Members aged 10 to 14 years are not permitted to be in changing rooms unless under supervision or accompanied by a parent or guardian of similar gender.
- i) For safety reasons, loitering around the course, clubhouse, putting greens and practice areas or in the changing rooms is not permitted.
- j) Respect the privacy of all people in changing rooms, showers and toilets.
- **k)** The inappropriate use of mobile phones may cause upset or offence to another person, e.g. in the changing rooms.
- I) If you receive any offensive photo, email or message do not reply to it, make a note of times, and dates, tell a parent or the Welfare Officer within the Club.
- m) Challenge or report if you observe any form of discrimination and prejudice.
- n) Speak out if you consider that you or others have been poorly treated.
- o) Report behaviour that appears to fall below the expected standards of the club.

GUIDELINES FOR THE PARENTS OF JUNIOR MEMBERS

Children learn best by example. Ideally parents and Club Leaders will work in partnership to promote good practice in the game of golf and support efforts in providing a safe environment. To assist with the promotion of good practice, parents are encouraged to.

- **a)** Take an interest in your child's activity and progress but always remember that young people play sport for their enjoyment, not for that of their parents.
- **b)** Be a role model for all children and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- c) Recognise the value and importance of the leaders who provide sporting and recreational opportunities for your children and liaise with them in relation to times, locations of training sessions, medical conditions or any requirement for your child's safety.
- **d)** Ensure that you and your child sign up to the "Club's Regulations for Junior Members", Go through the Regulations with your child and encourage him/her to always play by the rules of the game, work towards skill improvement and good sportsmanship;
- **e)** Teach your child that honest endeavour is as important as winning, so that the result of a game is accepted without disappointment.
- **f)** Set good example by applauding good play on both sides.



- g) Never ridicule, humiliate or remonstrate with juniors for making mistakes or loosing.
- **h)** When leaving your child at the Club, make sure you have made the necessary provisions for their requirements and for the weather conditions.
- i) Ensure that you have all necessary contact telephone numbers for the Club.
- j) Ensure that the Club has a contact telephone number when you are away from the Club a mobile phone number would be preferable and ensure that it is switched on so that you can be contacted in an emergency;
- **k)** The Club is not a "crèche" for youngsters at a loose end especially during holidays. To assist in this matter, make sure that you have punctual set down and pick up arrangements for your child.
- I) Encourage your child to tell you about anyone causing him/her harm.
- **m)** Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Junior Liaison Officers or the Golf Welfare Officer.

ADULTS AND JUNIOR MEMBERS PLAYING GOLF TOGETHER

One of the reasons for the popularity of golf is that the game is not restricted either competitively or socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from diverse groups. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and children helps bring mutual respect and understanding and helps the standards of the club to be understood and maintained. Nevertheless, when playing golf with a child, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

GUIDELINES ON THE USE OF CHANGING ROOMS

One of the areas where children are most vulnerable is in the lockers/changing/shower room. Extra vigilance may be required where there is public access to the facilities. Limited changing facilities often mean that people of all ages regularly need to change and shower during the same period. To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing rooms at the same time as children.

Bullying can be an issue when children are left unsupervised in locker rooms. Should it be necessary to supervise the locker room, it is best if one adult is not left alone to do so.

If, in an emergency, a male must enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

- a) To minimise embarrassment, as far as possible, the following guidelines apply.
- **b)** All persons using changing rooms should act responsibly and with appropriate modesty.
- c) Whenever possible, adults should avoid changing or showering at the same time as children.
- **d)** It is recommended that particular attention is given to the supervision of children aged 14 years and under in changing rooms. It is advisable for adults not to be alone with any such child is these



circumstances. If an adult(s) encounters unsupervised child/child loitering in the changing room at a time when they need to shower/change they should ask them to leave.

- e) Children aged 12 years and under are not permitted to be in changing rooms unless under supervision or accompanied by a parent or guardian of similar gender.
- **f)** If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- g) The use of cameras or camera phones in changing areas is not permitted in any circumstances.

GUIDELINES ON THE USE OF MOBILE PHONES/SOCCIAL MEDIA

Young people value their mobile phones and the use of social media as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and juniors and in some cases, adults have used this to cross personal boundaries placing themselves and young people at risk. The aim of the following guidelines is to protect Junior Members involved with Portarlington Golf Club and who may use technology while in our care and to provide leaders with guidance regarding online safety and inform them how to respond to incidents.

As a Junior Golfer

- **a)** If you receive an offensive message, email or photo do not reply to it. Save it, make note of times and dates and tell a parent or Leader whose contact details are available in the Golf Shop and Junior Notice Board.
- **b)** Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers.
- c) Be aware that using your mobile phone during golf activities has an impact on your safe awareness of your environment and your level of participation and achievement.
- **d)** Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- e) Treat your phone as you would any valuable item so that you can guard against theft.

GUIDELINES ON THE USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT

Most golfing activities take place in areas that are open to the public and it is therefore understood that it is not possible to control all photography. However, when inviting the press or a professional photographer to a competition, or other junior session, it is important to ensure that they are clear about expectations of them in relation to child protection issues.

- **a)** Provide a clear brief about what is considered appropriate, in terms of picture contents and their behaviour around the players.
- **b)** Inform those participating that a photographer will be attending the event.



- c) Advise that unsupervised access to children or one-to-one photographing or filming sessions at the event is not permitted.
- **d)** Consider having any attending photographer or member of the press or media wearing identification at all times.
- e) Do not approve unsupervised photography sessions away from the event.
- **f)** If parents or other spectators are intending to photograph or video the event, they should be prepared to identify themselves, if requested, and state the purpose of their photography or filming.
- g) Those attending the event wishing to engage in any video, zoom or close-range photography should be asked to register their details with the event organisers before carrying out any photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers' conditions.
- h) Concerns regarding inappropriate or intrusive photography should be recorded by the event organiser or a Club Leader in the same manner as any child protection concern.

USE OF VIDEOS AS A TEACHING AID

There is no intention to prevent professional coaches and trainees using video equipment as a legitimate coaching aid. Children and their parents should be aware that this may be part of the coaching programme. Care should be taken in storing and restricting access to recorded material. It is essential that measures are in place to prevent unauthorised access to, alteration, disclosure, destruction, or accidental loss of images of children retained by Portarlington Golf Club and its professional coaches. The parents of young golfers must provide written consent for the use of video and photographic analysis. The consent form will contain information on the following:

- a) The identity of the data controller.
- b) The purpose for which the data is processed and any third parties to whom the data may be supplied.

PUBLISHING IMAGES OF CHILDREN

- **a)** All photographers should obtain permission from the parent to take and use their child's image. This should help give assurance of the appropriate use of the image.
- **b)** If the Club is recognising the achievement of an individual golfer and wishes to publish their name with the photographs NEVER publish personal details such as postal or email addresses, telephone numbers etc.
- c) Try to focus on the activity rather than a particular child and, where possible, use photographs that represent the broad range of children taking part in golf.
- **d)** Ensure that images reflect positive aspects of children's involvement in golf, e.g. enjoyment, competition, special achievements.
- **e)** Encourage the reporting of any inappropriate use of images of children to the appropriate authorities.



f) If concerned report concerns to a leader.

ORGANISING EVENTS, INCLUDING THOSE AWAY FROM THE CLUB

When organising club or away events the Committee of Management will designate an officer or senior committee member as the person with responsibility for following these guidelines. All leaders need to have a clear knowledge of their role and responsibility for the team and be familiar with the relevant Guidelines for Safeguarding Children.

SUPERVISION

- Where Junior members form part of an adult team, that team manager or one responsible adult on the team shall be Garda Vetted and oversee the Clubs Safeguarding responsibilities in respect of those Junior members.
- All leaders should be vetted as part of the recruitment procedures.
- At least one nominated member of the group should be familiar with and have received training on the relevant safeguarding children policies and procedures.
- At least one same gender leader will be required for single sex groups.
- Mixed groups will require at least one male and one female leader.
- The team leader will have overall responsibility for the children's well-being, behaviour, sleeping arrangements and good discipline.

TRANSPORT

The Club should have a transport policy which advises on dropping off and collecting children at the Club or at events.

The following principles will help develop the policy.

- It is the responsibility of parents to transport their child to and from the nominated meeting point.
- It is NOT the responsibility of the leaders, coaches, or staff to transport children to and from their home.
- If the Club assumes responsibility for the transport arrangements for children, the following guidelines should be adhered to.
 - a) Transporting children alone will be avoided.
 - **b)** Parental approval for the transport of children by club representatives should be obtained.
 - c) Parents should be aware of the time of collection and return of their children.
 - d) Ensure that emergency contact telephone numbers have been provided.
 - e) Ensure that appropriate insurance cover has been arranged.
 - f) Ensure that the adults driving the vehicles are licensed and suitable to do so.



- **g)** Ensure that anyone driving a group mini-bus has received training on driving the mini-bus and on the management of passengers.
- **h)** Ensure that appropriate supervision requirements are in place. The driver of a minibus should not have responsibility for the supervision of children while driving.

COMPLAINTS PROCEDURE

Adults have a responsibility to protect children from harm and to abide by Government guidelines in responding to and reporting child protection concerns. The committee of Portarlington Golf Club will

- (i) co-ordinate the implementation of this Code of Ethics,
- (ii) be available as a resource to the Clubs membership and staff and
- (iii) be responsible for reporting abuse to the Statutory Authorities. Where practicable the Junior Welfare Officers will be the outgoing Men's Captain and Lady Captain of the previous year.

Club members, staff, coaches, parents, junior members may be the first to have concerns about child safety and welfare. However, they may be reluctant to express their concerns as speaking up may be difficult. They may fear harassment or victimisation. In these circumstances it may seem easier to ignore the concern rather than report what may just be a suspicion of poor practice. All concerns should be reported to one of the "Junior Welfare Officers" as the safety of children is paramount.

Should a Leader or a club member have misgivings about the safety of a child or about formally reporting their concerns about the safety of a child, they may find it helpful to discuss their concerns with one of the "Junior Welfare Officers", a social worker or professional staff at the TUSLA Child and Family Agency. This should help to allay their concerns and enable them to act correctly.

The Club has the following procedures in place to facilitate the reporting of concerns.

- a) The Club's membership, staff and parents of children will be advised on the reporting procedures to the Junior Welfare Officers and encouraged to report any concerns regarding the safety or wellbeing or a child (Ref Club Website & Junior Notice Board).
- **b)** Juniors will be advised of their options of reporting incidents to the Junior Welfare Officer or a Leader of their choice (Ref. Junior Application Form& Junior Notice Board).
- c) Concerns regarding the safety and or welfare of a child will be taken seriously and treated confidentially.
- **d)** Where an allegation or concern raised relates to the Junior Welfare Officer the matter will be referred directly to Honorary Secretary who will facilitate referral of the allegation/concern to the statutory authorities.
- **e)** If a Junior Welfare Officer is not available when concerns of child welfare are raised the Hon. Secretary will arrange for the availability of a Junior Welfare Officer.



f) Notwithstanding this club's reporting procedures, adult members have the option to report all concerns regarding a child's safety and or welfare directly to TUSLA Child and Family Agency or the Gardaí.



Childs Name:		

PARENTAL/GUARDIAN CONSENT

- I consent to the above child participating in golf activities at Portarlington Golf Club in line with Golf's Safeguarding Policy; I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities;
- I am happy for me and my child, to receive appropriate communication through text and email;
- I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media.
- If selected for teams, I confirm I am happy with the travel arrangements the Club may arrange for my child;
- I acknowledge that the Club is not responsible for providing adult supervision for my child except at formal junior coaching, matches or competitions;
- I understand and agree that my son/daughter in my care be bound by the attached Code of Conduct for Juniors whilst representing the Club.

PARENTS/GUARDIANS STATEMENT

I will inform the Honorary Secretary of any important changes in my child's health, medication or needs and of any changes to our address or phone numbers given. In the event of illness, having parental responsibility for the above-named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

DATA LEGISLATION

Where I have provided information about my son/daughter I confirm that they have appointed me to act for them or that I am legally entitled to act for them, to consent to the processing of their personal data, and to receive, on their behalf, any data protection notices from the Club. I understand that I can withdraw my consent at any time by writing to the Honorary Secretary of the Club.

Signature (Parent/Guardian)		
Printed Name	Date:	



Code of Conduct for Juniors

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Juniors are entitled to.

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- Have fun and enjoy golf.
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- Be safe from risk of bullying behaviour.
- Say NO to things that make them feel unsafe.
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- Take banned substances, drink alcohol, smoke or engage in inappropriate sexual behaviour.
- Keep secrets that may leave them or others at risk.
- Tell lies about adults or juniors or spread rumours.
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion.

If accepted as a member, I agree to observe all the rules and regulations of Portarlington Golf Clu	b.
Childs Name:	
Signature of Parent/Guardian	
Printed name of Parent/Guardian Date	



ANTI-BULLYING POLICY AND GUDIANCE NOTES FOR JUNIOR MEMBERS.

WHAT IS BULLYING BEHAVIOUR

Portarlington Golf Club will not tolerate bullying.

Bullying can be defined as repeated aggression, whether it be verbal, psychological or physical, that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating. It occurs mainly among children in social environments. It includes behaviour such as teasing, taunting, threatening, hitting or extortion by one or more persons against a victim. Bullying can also take the form of racial abuse motivated by prejudice against a person's skin colour, cultural or religious background or ethnic origin. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices. The competitive nature of golf can create an environment that provides opportunities for bullying.

Bullying of children can also be perpetrated by adults, including adults who are not related to the child. Bullying behaviour when perpetrated by adults, rather than children, could be regarded as physical or emotional abuse.

RECOGNISING BULLYIING BEHAVIOUR

There are a number of signs that can indicate a person is being bullied;

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings).
- Stress caused illness headaches, and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven.
- Frequent loss of, or shortage of, money with vague explanations.
- Having few friends or drop out of newer members.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance).
- Anxiety (shown by nail-biting, fearfulness, tics).

(This list is not exhaustive and there are other possible reasons for many of the above. The presence of one or more of these indicators is not proof that bullying is actually taking place).

HOWS TO PREVENT BULLYING

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as soon as they arise.



- Use the whole group policy or "no blame approach" i.e. working with person(s) displaying the bullying behaviour and the group of juniors, helping them to understand the hurt they are causing, and to make the problem a "shared concern" of the group.
- Encourage juniors to negotiate, co-operate and help others, particularly new or children with specific needs.
- Offer the person experiencing bullying behaviour immediate support and put the "no blame approach" into operation.
- Never tell a young person to ignore bullying, they can't ignore it.
- Never encourage a young person to take the law into their own hands and beat the person(s) displaying the bullying behaviour at his/her own game.
- Reassure the person experiencing bullying behaviour they have done nothing wrong. Reinforce that there is "right to tell" culture within the club.

WHO SHOULD DEAL WITH BULLYING

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the responsibility of all Leaders within golf.

USING THE "NO BLAME "APPROACH

The NO BLAME approach seeks to find a resolution for the young people involved in the bullying behaviour whilst maintaining their relationship with the club or the group. This is important for young people who often simply want the behaviour to stop, without a need for punishments to be imposed.

The NO BLAME approach encourages young people to recognise the impact of their behaviour and then to take responsibility for changing it. By using this approach, a previous relationship between or within a team can often be re-established; this is often a preferred option for the young people involved.

The ethos behind the NO BLAME approach is to EXPLAIN the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc. and explain how that person is feeling; this should not accuse anyone.

ASK for ideas on how to help this person.

LEAVE the individuals involved to check how the behaviour has changed.

SHARE the responsibility of changing the behaviour and encouraging everyone to speak to a trusted adult if there is bullying within the club. The NO BLAME approach does not attempt to get "confessions", it seeks to get acknowledgement of behaviour and provides an opportunity for young people to change hurtful behaviour.

There may be issues that are not resolved through the NO BLAME approach, where behaviour continues. Bullying behaviour is a breach of the code of conduct and may have to be dealt with through a disciplinary process. However, the outcome for young people is far better where issues can be resolved through the NO BLAME approach.