

SafeGolf – The 98 Club - Evidence Checklist

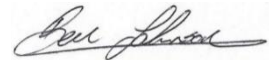
1. Adopt the England Golf Safeguarding Policy and Procedures templates and communicate this to members, visitors, staff and volunteers.		Comments	CSO Sign Off		PM Sign Off	
			Initial	Date	Initial	Date
A) The England Golf 'Children and Young People Safeguarding Policy & Procedures' template is in place and has been approved by your club at management level.	Full copy of your personalised England Golf 'Children and Young People - Safeguarding Policy & Procedures' template.	EG template policy adopted and received by CSO	BLJ	10/03/21		
	Copy of Board minutes showing that the policy has been adopted <u>or</u> the policy is signed, name/title and dated by the proprietor.	Ron to circulate policies to main contact for each of the club associated with the 98 Club and provide email approval.				
The 'Children and Young People Safeguarding Policy & Procedures' is communicated and accessible to members and visitors, including staff and volunteers etc.	Copy of email notifying members. Photo of policy on junior noticeboard. Photo or link to public area of club website.	Once approved, Ron to email policy to club members, attached the policies to the club noticeboard and provide a photo, as well as adding policies to the most relevant club website.				
B) The England Golf 'Safeguarding Adults Policy'	Copy of your personalised England Golf 'Adults – Safeguarding Policy & Procedures' template.	EG template policy adopted and received by CSO	BLJ	10/03/21		

template is in place and has been approved by your club at management level.	Copy of Board minutes showing that the policy has been adopted, <u>or</u> the policy is signed, name/title and dated by the proprietor.	Ron to circulate policies to main contact for each of the club associated with the 98 Club and provide email approval.				
The 'Safeguarding Adults Policy' is communicated and accessible to members and visitors, including staff and volunteers etc.	Copy of email notifying members. Photo of policy on general noticeboard. Photo or link to public area of club website.	Once approved, Ron to email policy to club members, attached the policies to the club noticeboard and provide a photo, as well as adding policies to the most relevant club website.				
2. Appoint a club welfare officer with an appropriate role description and training.		Comments	CSO Sign Off		PM Sign Off	
			Initial	Date	Initial	Date
A club welfare officer is appointed with a suitable role description, and their details are promoted.	Photo of poster on notice board. Contact details clearly displayed on the club website. Copy of role description.	Ron to add policies to club website and noticeboard.				
The club welfare officer has attended a UK Coaching approved or England Golf approved Safeguarding and Protecting Children (SPC) workshop followed by Time to	Copy of Safeguarding and Protecting Children certificate. Copy of Time to Listen certificate.	SPC – Completed and certificate sent to CSO TTL – Completed and certificate sent to CSO	BLJ	10/03/21		

Listen (TTL) workshop delivered by the CPSU.						
Club Welfare Officers require an Enhanced DBS with barring list through England Golf. (Checks should be obtained within the last 3 years.)	DBS number and date of issue provided on personnel register.	DBS number and issue date added to the personnel register	BLJ	10/03/21		
3. Ensure appropriate procedures for the recruitment and deployment of staff and volunteers who work with juniors are in place.		Comments	CSO Sign Off		PM Sign Off	
			Initial	Date	Initial	Date
DBS checks are obtained for those staff and volunteers working in a "regulated activity" (obtained within the last 3 years) DBS checks must be conducted through England Golf for staff/volunteers and PGA for coaching Professionals.	DBS numbers and dates of issue provided on personnel register. PGA Professionals must also appear on the PGA SafeGolf Coaches Register (it is the professional's responsibility to ensure that they have provided their DBS and SPC details to the PGA in order to appear on this register).	All DBS numbers and issue dates received and added to personnel register No clubs associated with 'The 98 Club' have a PGA Professional.	BLJ	10/03/21		
References are obtained for those staff and volunteers regularly working with juniors who do not fit the criteria for a DBS check.	Copy of reference forms within the 'Children and Young People Safeguarding Policy & Procedures' template.	Completed and included within safeguarding policy appendices	BLJ	10/03/21		

Self-disclosures are completed for those staff and volunteers regularly working with juniors who do not fit the criteria for a DBS check.	Completed & signed self-disclosures for adults identified on the 'personnel register' not in regulated activity.	Completed and included within safeguarding policy appendices	BLJ	10/03/21		
4. Appropriate Safeguarding and Child Protection (SPC) training is provided to Professionals and other staff and volunteers regularly working with juniors.		Comments	CSO Sign Off		PM Sign Off	
			Complete	Date	Complete	Date
Appropriate coaching Professionals, Staff and volunteers in regulated activity (teaching, training, instructing, caring or supervising juniors on a regular basis) have attended a UK Coaching SPC workshop within the last 3 years.	Copy of certificates for those identified on the 'personnel register'.	All certificates received	BLJ	10/03/21		

Compliance Checks Complete?	Initial		Date		PGA Pros on SafeGolf register?	Initial	BLJ	Date	10/03/21
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EG Safeguarding Standard						
Club Support Officer	Name	Ben Johnson		Date	01/03/21	Sign 
Partnership Manager	Name		Date		Sign	



SafeGolf Accreditation

Club Support Officer	Name	Ben Johnson	Date	01/03/21	Sign	
Partnership Manager	Name		Date		Sign	

Definitions

In this policy "The 98 Club" shall refer to the following clubs; Grosvenor Grange Golf Club, Hoylake Golf Club, Hoylake Ladies Golf Club, Irby Golf Club, The Grange Golf Club, West Hoyle Golf Club, West Hoyle Ladies Golf Club, all of whom operate out of the Hoylake Municipal Golf Club.