

Frequently asked Safeguarding Questions:

Why does our club need a Safeguarding Policy?

- The safeguarding of children in golf is of paramount importance. We want to ensure children and young people's experiences of golf are fun, enjoyable and conducted in the spirit of fair play. We also want to ensure that all golf clubs meet their child safeguarding and child protection responsibilities which are in line with requirements under policy/legislation and with best practice. Golf's Safeguarding Policy has been prepared in the context of the challenges clubs face on a day to day basis. It is imperative that all involved in golf understand their responsibilities in safeguarding children.

What is a Child Safeguarding Statement and is displaying the safeguarding statement on the website enough or do we need to display it in our club also?

- This is a written statement that specifies the service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service in your golf club is safe from harm.
- The Child Safeguarding Statement should provide an overview of the measures that your golf club has in place to ensure that children are protected from harm. It may also refer to more detailed policies which can be made available on request.
- Upon completion, the Child Safeguarding Statement must be circulated to all staff members. It must be displayed publicly and made available to parents and guardians, Tusla and members of the public upon request.

Who must undergo a Garda Vetting/Access NI check?

- It is now mandatory for all those involved in any work or activity which is carried out by a person, on a continuous, regular and/ or ongoing basis with young people (U18) or vulnerable person(s) (see below FAQ for definition) to complete Garda Vetting/ Access NI.
- Those who have occasional contact ('now and then' or 'a once off event' such as giving lifts, tournament/ team assistants etc) **other than** where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable persons, come under the 'occasional' usage term, do not need to complete a vetting check however it is good practice to give such adults a code of conduct to sign.

Do I need to know all of my post codes for previous addresses?

- You do not need to know all of your post codes for addresses in the Republic of Ireland, but you do need to know all addresses from birth. However, if you have lived in Northern Ireland post codes are mandatory for all addresses which you lived at and application forms will be returned if post codes are not entered.

Once I send in my ID documents to CGI does that mean I am vetted?

Garda Vetting

- No. Once we receive the applicants ID form and ID documents, the information will be entered onto the vetting portal. The applicant will then receive an email from the vetting bureau with a link to complete their application form online. After completion of the online form, within a week or two the applicant will receive an email from CGI confirming they have completed the vetting process. Until the applicant receives an email from CGI they are not vetted.

AccessNI

- No. All AccessNI applicants are required to register and create an account with AccessNI and forward their ID check and ID documents to CGI. On receipt of these documents, CGI will then authorise the applicants online application and submit for processing. The applicant will only be vetted when they receive their Disclosure Certificate from AccessNI

How long does the Vetting Process take?

- Once CGI receive the applicants ID documentation and the applicant completes their online application form, the process is usually completed within 1-2 weeks.

Who needs to pay the £33 for the Access NI application?

- All those who are completing an Access NI enhanced check and are in a paid role in their golf club must make a payment of £33. e.g Club Professionals

Can vetting from another sport be used or do I have to apply for golf specific vetting?

- No. Vetting through another sport will not be accepted. If working or volunteering with your golf club, vetting must be completed through the Confederation of Golf in Ireland.

Can young people (U18's) be vetted?

- Anyone between the ages of 16-18 can be vetted as long as a Parental Consent Form has been completed along with application form.
- Under 16s cannot be vetted. They can help out as long as they have signed leaders code of conduct and are supervised.

How long does vetting last?

- Vetting lasts 3 years.

How can I check if my vetting is up to date?

- It is advisable for each golf club/ individual to keep a record of vetting details of their staff and advise accordingly when it is due for renewal. The Vetting Bureau do not issue reminders when your vetting expires. Please contact Fiona Power (fiona@cgigolf.org) to see if your vetting is up to date.

If vetting is completed through golf can it be transferred if I move to a new golf club?

- Yes, once you are vetted through golf (CGI) this can be transferred if you change golf clubs as long as it is up to date.

What is the definition of a vulnerable person?

- “vulnerable person” means a person other than a child, who-
 - a) Is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
 - b) Has an intellectual disability,
 - c) Is suffering from a physical impairment, whether as a result of injury, illness or age, or
 - d) Has a physical disability, which is of such a nature or degree;
 - i) As to restrict the capacity of the person to guarding himself or herself against harm by another person, or
 - ii) That results in the person requiring assistance with the activities of daily living including; dressing, eating, walking, washing and bathing.

Who must sign codes of conduct and how often do they need to be signed?

- Parents, coaches, volunteers, juniors and PGA professionals should all sign codes of conduct annually. Codes of conduct are an essential framework for staff and volunteer interactions with children with regard to support and supervision, training needs and disciplinary actions. We have sample codes of conducts on our websites available for clubs to adapt.

Who must attend safeguarding workshops?

*You must be over 18 to attend a safeguarding workshop.

- **Safeguarding 1** - Child Welfare & Protection Basic Awareness Course/ Safeguarding Children and Young People in Sport
 - All those working with juniors are required to complete the Safeguarding 1 workshop.
- **Safeguarding 2 (ROI)**– Club Children’s Officer Workshop
 - A person appointed to the *Club Children’s Officer* position in a club must have attended the Safeguarding 1 workshop and should now attend Safeguarding 2.
- **Safeguarding 3 (ROI)** – Designated Liaison Person Workshop
 - A person appointed to the *Designated Liaison Person* position in a club must have attended the Safeguarding 1 workshop and should now attend Safeguarding 3.
- **Designated Safeguarding Children’s Officer (NI)**
 - A person appointed to the Club Children’s Officer and/or Designated Liaison Person position in a club must have attended the Safeguarding Children and Young People in Sport Workshop and should now attend a Designated Safeguarding Children’s Officer

For a full list of upcoming safeguarding 1,2 & 3 workshops please visit our website

<https://www.cgigolf.org/safeguarding/safeguarding-training/>

For a full list of Sport NI workshops please contact Carly Matier workshops@sportni.net

How long does safeguarding training last?

- Safeguarding 1 course must be completed, firstly on a face to face basis and then an online refresher course every 3 years until the 9th year which will require the face to face course being completed again. We recommend that it is best to attend safeguarding workshops (1,2 &3) every 3-4 years.

What is the main role of the Designated Liaison Person (DLP)?

- The Designated Liaison Person is responsible for ensuring that reporting procedures within an organisation are followed so that child welfare and protection concerns are referred promptly to the Statutory Authorities. The Designated Liaison Person should record all concerns or allegations of child abuse brought to his/her attention, and the actions taken following receipt of a concern or allegation of child abuse.

What is the main role of the Club Children's Officer (CCO)?

- Club Children's Officers should be junior centred in focus and have as the primary aim, the establishment of a junior centred environment within the club. S/he is the link between children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Golf Leaders.

Do we need to have two separate people to be the DLP & CCO in our club?

- All clubs must appoint a Club Children's Officer and a Designated Liaison Person. Role descriptions of CCO and DLP are available on our website. If there is difficulty identifying two separate individuals to take up these roles, the Children's Officer can be appointed as Designated Liaison person once the club/ organisation is clear about the responsibilities of each role, however best practice advises that they are kept as separate roles.