

SafeGolf – Shrigley Hall GC - 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 sent to CSO	BLJ	25/03/21		
	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.	Policy approved and signed copy sent to CSO.	BLJ	10/05/21		
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.	Noticeboard: Done Email to Members: Awaiting Website: Shrigley Hall Golf Club do not have a website to upload documents.				
B) The England Golf 'Safeguarding Adults Policy' template is in place and has been approved by your club at management level.	Copy of your personalised England Golf 'Adults – Safeguarding Policy & Procedures' template.	EG template policy adopted and sent to CSO	BLJ	25/03/21		
	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.	Policy approved and signed copy sent to CSO.	BLJ	10/05/21		


<p>The 'Safeguarding Adults Policy' is communicated and accessible to members and visitors, including staff and volunteers etc.</p>	<p>Copy of email notifying members. Photo of policy on general noticeboard. Photo or link to public area of club website.</p>	<p>Noticeboard: Done Email to Members: Awaiting Website: Shrigley Hall Golf Club do not have a website to upload documents.</p>				
<p>2. Appoint a club welfare officer with an appropriate role description and training.</p>		<p>Comments</p>	<p>CSO Sign Off</p>		<p>PM Sign Off</p>	
<p>A club welfare officer is appointed with a suitable role description, and their details are promoted.</p>	<p>Photo of poster on notice board. Contact details clearly displayed on the club website. Copy of role description.</p>	<p>All evidence received</p>	<p>Initial</p> <p>BLJ</p>	<p>Date</p> <p>25/03/21</p>	<p>Initial</p>	<p>Date</p>
<p>The club welfare officer has attended a UK Coaching approved or England Golf approved Safeguarding and Protecting Children (SPC) workshop followed by Time to Listen (TTL) workshop delivered by the CPSU.</p>	<p>Copy of Safeguarding and Protecting Children certificate. Copy of Time to Listen certificate.</p>	<p>SPC: Received TTL: Received</p>	<p>Initial</p> <p>BLJ</p>	<p>Date</p> <p>10/05/21</p>		
<p>Club Welfare Officers require an Enhanced DBS with barring list through England Golf. (Checks should be</p>	<p>DBS number and date of issue provided on personnel register.</p>	<p>Alan to send DBS number and issue date for Mike Powell once received.</p>				

obtained within the last 3 years.)						
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 Other DBS numbers and issue dates added to personnel register. Once SPC certificate is received, Ben will get Anthony added to the 'SafeGolf Coaches Register'				
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 with the appendices of the safeguarding policy.	BLJ	25/03/21		
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 with the appendices of the safeguarding policy.	BLJ	25/03/21		

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'.	Alan to send SPC certificate for Anthony Herbert.				

Compliance Checks Complete?	Initial	Date	PGA Pros on SafeGolf register?	Initial	Date

EG Safeguarding Standard						
Club Support Officer	Name		Date		Sign	
Partnership Manager	Name		Date		Sign	

SafeGolf Accreditation						
Club Support Officer	Name		Date		Sign	
Partnership Manager	Name		Date		Sign	