



SafeGolf - Evidence Checklist

1. Adopt the England Golf Safeguarding Policy and Procedures templates and communicate this to members, visitors, staff and volunteers.		Comments	Check / Complete
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.		<input type="checkbox"/>
	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.		<input type="checkbox"/>
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.		<input type="checkbox"/>
	Photo of policy on junior noticeboard.		<input type="checkbox"/>
	Photo or link to public area of club website.		<input type="checkbox"/>
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.		<input type="checkbox"/>
	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.		<input type="checkbox"/>



<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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>2. Appoint a club welfare officer with an appropriate role description and training.</p>		<p>Comments</p>	<p>Check / Complete</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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></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><input type="checkbox"/> <input type="checkbox"/></p>



<p>Club Welfare Officers require an Enhanced DBS with barring list through England Golf.</p> <p>(Checks should be obtained within the last 3 years.)</p>	<p>DBS number and date of issue provided on personnel register.</p>		<input type="checkbox"/>
<p>3. Ensure appropriate procedures for the recruitment and deployment of staff and volunteers who work with juniors are in place.</p>		<p>Comments</p>	<p>Check / Complete</p>
<p>DBS checks are obtained for those staff and volunteers working in a “regulated activity” (checks should be obtained within the last 3 years) DBS checks must be conducted through England Golf for staff/volunteers and PGA for coaching Professionals.</p>	<p>DBS numbers and dates of issue provided on personnel register.</p> <p>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).</p>		<input type="checkbox"/>
<p>References are obtained for those staff and volunteers regularly working with juniors who do not fit the criteria for a DBS check.</p>	<p>Copy of reference forms within the ‘Children and Young People Safeguarding Policy & Procedures’ template.</p>		<input type="checkbox"/>



<p>Self-disclosures are completed for those staff and volunteers regularly working with juniors who do not fit the criteria for a DBS check.</p>	<p>Completed & signed self-disclosures for adults identified on the 'personnel register' not in regulated activity.</p>		<input type="checkbox"/>
<p>4. Appropriate Safeguarding and Child Protection (SPC) training is provided to Professionals and other staff and volunteers regularly working with juniors.</p>		<p>Comments</p>	<p>Check / Complete</p>
<p>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 or England Golf approved SPC workshop within the last 3 years.</p>	<p>Copy of certificates for those identified on the 'personnel register'.</p>		<input type="checkbox"/>