

# *Newcastle West Golf Club*

## **Safeguarding Policy 2018**



The guidelines in this document are based on the national guidelines as outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Sports Ireland.

For Republic of Ireland Clubs reference should also be made to

- Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009 and again in 2011 by the Department of Children and Youth Affairs
- Our Duty to Care, Dept. of Health & Children 2002
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act 2015

<b>Contents</b>	<b>Page</b>
<b>Core Values- Newcastle West Golf Club.....</b>	<b>3</b>
<b>Policy Statement.....</b>	<b>4</b>
<b>Safeguarding Contacts.....</b>	<b>5</b>
 <b>Guidelines and Codes of Conduct</b>	
• <b>Code of Conduct for junior members.....</b>	<b>6</b>
• <b>Code of Conduct for Parents/Guardians of junior members.....</b>	<b>7</b>
• <b>Recruitment and supervision Policy for Golf Leaders/Volunteers     In Newcastle West Golf Club.....</b>	<b>8</b>
• <b>Code of Conduct for Golf Leaders     (Including Professionals, Coaches, Conveners, etc.).....</b>	<b>9</b>
• <b>Anti - Bullying Policy Statement.....</b>	<b>11</b>
• <b>General Guidelines for junior members of Newcastle West Golf Club.....</b>	<b>12</b>
▪ Travelling, Supervision and Away Trips	
▪ Safety and Physical Contact	
▪ Late Collection	
▪ Adults and Juniors Playing Together	
▪ Juniors playing on the Course Without Adults	
▪ Guidelines on Changing Rooms	
▪ Photographic and Filming Equipment	
▪ Mobile Phones	
▪	
<b>Child Welfare and Protection Procedures.....</b>	<b>16</b>
• Reasonable grounds for concern	
• Response to a Junior Disclosing Abuse	
• Reporting Suspected or Disclosed Child Abuse	
• Allegations against Golf Leaders	
• Confidentiality, Anonymous Complaints and Rumours	
 <b>Appendix</b>	
1. <b>Junior member Application-Parental/Guardian Consent form.....</b>	<b>20</b>
2. <b>Code of Conduct - junior members.....</b>	<b>22</b>
3. <b>Code of Conduct - Parents/Guardians of junior members.....</b>	<b>23</b>
4. <b>Volunteer/Coach Application Form.....</b>	<b>24</b>
5. <b>Leaders Code of Conduct/Self Declaration.....</b>	<b>25</b>
6. <b>Anti - Bullying Policy and Guidance.....</b>	<b>26</b>
7. <b>Photographic Guidelines.....</b>	<b>29</b>
8. <b>Standard Report Form for TUSLA.....</b>	<b>32</b>

# Core Values in Sport for Junior Members of Newcastle West Golf Club

Junior golf in Newcastle West Golf Club is based on the following principles that will guide the development of juniors within golf. A junior's experience of sport should be guided by what is best for the junior. The stages of development and the ability of the junior should guide the types of activity provided within Newcastle West Golf Club. Adults will need to have a basic understanding of the needs of juniors, including physical, emotional and personal.

## Integrity in relationships:

Adults interacting with juniors in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in Newcastle West Golf Club, will be guided by what is best for the junior and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

## Quality atmosphere and ethos

Sport for juniors should be conducted in a safe, positive and encouraging atmosphere. A child-centered ethos will contribute to a safe and enjoyable atmosphere within Newcastle West Golf Club

## Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, race, religion or belief, gender reassignment, social and ethnic background or political persuasion. Children with disabilities should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other juniors.

## Equality Statement

Newcastle West Golf Club is committed to the principle of equality of opportunity. Newcastle West Golf Club, aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

## Fair Play:

Fair play is the guiding principle of the *Code of Ethics and Good Practice for Children's Sport*. All sport for juniors should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

## Competition

A balanced approach to competition can make a significant contribution to the development of juniors, while at the same time providing fun, enjoyment and satisfaction. However, competitive demands are often placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Leaders in Newcastle West Golf Club aim to put the welfare of the young person first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

# *Newcastle West Golf Club*

## Policy Statement



Newcastle West Golf Club is fully committed to safeguarding the wellbeing of our members. Every individual in golf should at all times, show respect and understanding for member's rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport and Golf's Safeguarding Policy*.

In working with young people in golf our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

# *Newcastle West Golf Club*

## **Safeguarding Contacts 2018.**

**Name of Junior Convener (s)** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Name of Club Childrens Officer** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Name of Designated Liaison Person** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Name of PGA Professional delivering  
Junior activities in the Club** \_\_\_\_\_

**Name of PGA Assistant (if any)** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

# Newcastle West Golf Club

## Code of Conduct-Junior members

Newcastle West Golf Club wishes to provide the best possible environment for all juniors involved in the sport. 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 that they must accept. Juniors should be encouraged to realise that they have responsibilities to treat other participants and Golf Leaders with fairness and respect.

### Junior members of Newcastle West Golf Club 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 with 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 persuasion 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 members of Newcastle West Golf Club should always:

- Give their friends a second chance
- Treat Golf Leaders with respect, (including professionals, coaches, conveners, club officials, etc.)
- Look out for themselves and the welfare of others
- Play fairly at all times, 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, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing golf into disrepute
- Talk to the Children's Officer within the club if they have any problems

### Junior members of Newcastle West Golf Club should never:

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, team mates 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 / 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

# Newcastle West Golf Club

## Code of Conduct- Parents/Guardians of junior members

As a parent/guardian of a junior member, we would encourage you to consider the following messages as Newcastle West Golf Club wants to help you continue supporting your child to reach their full potential and enjoy their time within golf.

Therefore please

- Focus on what your child wants to get out of golf
- Be the best role model you can be
- Help your child achieve their potential
- Be respectful of other children and coaches.

Parents are expected to co-sign their child's code of conduct form and this specific parental expectation form.

Newcastle West Golf Club believes that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with juniors, other parents, officials and organizers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game
- Never intentionally expose any junior to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognize the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect conveners, professionals, coaches, referees, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the player.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play. Encourage mutual respect for teammates and opponents.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to Anti-bullying policy.
- **Respect;**
  - The rules and procedures set down by Newcastle West Golf Club.
  - My child's teammates and leaders as well as players, parents and coaches from opposing teams.
- I will never demonstrate threatening or abusive behaviour or use foul language.

Any 'misdemeanours' and breaches of this Code of Conduct will be dealt with immediately by a Golf official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare.

# Newcastle West Golf Club

## Recruitment & Supervision Policy for Golf Leaders/Volunteers In Newcastle West Golf Club

Newcastle West Golf Club will take all reasonable steps to ensure that adults representing it, and working with juniors are suitable to do so and are appropriately qualified, experienced and motivated. Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors, whether paid or unpaid. Every effort will be made to manage and support appointed Leaders in Newcastle West Golf Club. Coaching courses and workshops will be provided as needed; Codes of Conduct will be made available and Garda Vetting procedures will be implemented.

A decision to appoint a Leader is the responsibility of Newcastle West Golf Club and not of anyone individual within it. The relevant committees ratify all recommendations for appointment and will use the following as a suitable recruitment procedure.

- The responsibilities of the role and the level of experience/qualifications required for these roles in Newcastle West Golf Club can be found in Newcastle West Golf Clubs, Leaders Code of Conduct (page 25) and Volunteer/Coach Application form (page 24)
- Once nominated to an elected position the Leader will be made aware of the Code of Conduct as it relates to juniors and any related guidelines within this document. Existing/New Leaders must sign the appropriate code of conduct, including the self-declaration questions, and will also be requested to undergo Garda Vetting. For those new to Newcastle West Golf Club, 2 references will also be required.
- **Safeguarding 1** Course must be completed, firstly on a face to face basis and then an online refresher course every 3 years until the 9<sup>th</sup> year which will require the face to face course being completed again.
- Where possible there will be an induction seminar for new Leaders in the Clubhouse. This will be conducted in an informal manner with members of the junior committee. Following this, a probationary period for new Leaders will be implemented.

# Newcastle West Golf Club

## Code of Conduct- Golf Leaders (Including Professionals, Coaches, Conveners etc)

As a Leader in golf in Newcastle West Golf Club, I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put the welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding Policy
- Involve parents where possible and inform parents of progress as well as when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to my home
- Taking children on journeys alone in my car
- 

As, a Leader in Newcastle West Golf Club I will not:

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

### Communication with Parents

To continue to ensure a child reaches their full potential and enjoys their time at Newcastle West Golf Club, Officials/Coaches/Leaders need to encourage parents to consider;

- What do they want their child to get out of golf? Is it the same as what the parent wants?
- Does the parent understand what their child is trying to achieve and what support they need to achieve it?
- Is the parent being the best role model they can be to help their child enjoy their golfing experience?
- Is the parent focused on their child's development and enjoyment?

All Officials/Coaches/Leaders working directly with juniors in Newcastle West Golf Club should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

*Newcastle West Golf Club*

# Anti -Bullying Policy Statement

*Bullying behaviour can be defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.* Bullying can occur between an adult and young person and young person to young person. In either case it is not acceptable in Golf or in Golf related activities associated with Newcastle West Golf Club. The damage inflicted by bullying behaviour can frequently be underestimated and it can cause considerable distress to juniors, to the extent that it effects their health and development, or at the extreme, causes them significant harm.

The competitive nature of Golf can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win at all costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

Newcastle West Golf Clubs Anti-Bullying Policy and Guidance statement applies to all - juniors, Adults, parents, coaches and all others who help and assist in Golf activities.

## Recognising Bullying Behaviour

There are a number of signs that may 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)

## How to prevent Bullying Behaviour

- Newcastle West Golf Club Leaders should 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 a 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 so 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, it hurts too much
- 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 'a right to tell' culture within the club

# *Newcastle West Golf Club*

General Guidelines relating to junior members of

# Newcastle West Golf Club.

## Travelling:

There is extra responsibility taken on by leaders of Newcastle West Golf Club when they travel with juniors to events. When travelling with juniors a Leader should:

- Inform parents who will be transporting their child, why and how long the journey will take.
- Attempt to have more than one child in the car.
- Alternate drivers if possible and which child is dropped off last.
- Ensure the driver has a point of contact/mobile phone.
- Have a person other than the planned driver talk to the child about transport arrangements to check they are comfortable about the plans.
- Ensure that they have insurance to carry others.
- Ensure drivers representing and volunteering on behalf of a club are vetted.

## Supervision:

- Newcastle West Golf Club Leaders will ensure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Where there are mixed groups there should be Club Leaders of both genders
- Leaders must avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Leaders should not need to enter the changing rooms unless juniors are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Leaders will clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Attendance records and records of any incidents/injuries that arise will be kept for Administration purposes.
- Leaders will facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

## Away trips / Overnight stays:

- Separate permission forms should be signed by parents and participants, containing emergency contact number and any other relevant information.
- Young participants should sign a Code of Conduct agreement
- A group Leader will be appointed who will make a report on returning home to Newcastle West Golf Club committee who organised the trip
- A meeting with parents and participants will be convened in order to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements - adults will not share rooms with juniors. Juniors will share rooms with those of same age and gender and adults will knock before entering rooms
- All group socialisation will take place in communal areas (i.e. no boys in girls' rooms and vice versa)
- Alcohol, smoking or any illegal substances are not permitted to juniors.
- There will be at least one adult of each gender with a mixed party, there should be a good adult - child ratio, 1:5/6
- Lights out times will be enforced
- Juniors will be under reasonable supervision at all times and will never leave the venue or go unsupervised without prior permission

## Safety:

Newcastle West Golf Club must have a safety statement, including specific risk assessments linked to the activity. We should also have procedures in place for safeguarding against such risks. In addition, Newcastle West Golf Club will:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Keep first aid kit appropriately stocked
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, a brief record of the problem/action/outcome is recorded by the Group Leader. He/she will contact the participant's parents and keep them informed of all details
- Officials (conveners and referees, etc.) should ensure the conduct of the game
- Participants should know and keep the etiquette guidelines of golf, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events
- 

### Physical Contact:

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a junior when learning how to grip the club for the first time but the following will be taken into consideration

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the junior and not the adult
- It will be in an open environment with the permission and understanding of the participant and parent/guardian.
- It will be determined by the age and developmental stage of the participant - A leader won't do something that a child can do for themselves
- A Leader will never engage in inappropriate touching

### Late Collection:

If a parent/guardian is late to collect a junior, they will be contacted by a Leader using the emergency contact number. If there is no answer, the junior, will be asked if there is another family member to contact. A Leader will wait with the junior at the club or venue, preferably with other staff or volunteers. Parents/Guardians will be reminded of the policy in relation to good practice and supervision.

### Adults and juniors playing 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 and between any number and apparently diverse groups. That this diversity, almost unique to golf, is encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and juniors helps bring mutual respect and understanding and helps

the standards of the club to be understood and maintained. Nevertheless, when playing golf with a junior, adults should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

### **Juniors playing on the course without adults:**

Newcastle West Golf Club has procedures in place for juniors to register in and out when using the golf club. This is to help ensure that we are aware when juniors are playing on Newcastle West Golf Club premises. Parental permission must be gained from parents for their children to be on the club's premises. Newcastle West Golf Club is not responsible for providing adult supervision of juniors, except for formal junior golf coaching, matches or competitions

### **Changing Rooms:**

As Newcastle West Golf Club clubs could be seen as a recreational facility, members, visitors and juniors are entitled to the use of the changing rooms. This means that often people of all ages regularly need to change and shower during the same period.

The following guidance in relation to adults and juniors using the changing rooms must be followed:

- Adults should exercise care when in the changing rooms at the same time as juniors
- Parents/guardians should be made aware that adults and juniors may need to share the changing facility. The parent/guardian should discuss this with their child ensuring their child is aware of who to talk to if any issues arise in unsupervised areas.
- Parents can choose to supervise their child while they change.
- If juniors are uncomfortable changing or showering in public, no pressure will be placed on them.
- Use of Mobile phone/ I Pads or any other photography/recording device is strictly forbidden in the changing room area.

### **Photographic Image Guidelines:**

Golf has adopted guidelines for consideration in relation to the use of images of athletes on their websites and in other publications as part of its commitment to providing a safe environment to juniors. Newcastle West Golf Club will take all necessary steps to ensure that juniors are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

This guidance is for anyone with responsibility for the publication of official photography (including videos) of children involved in golfing activities or events.

Golf benefits from using images of young participants to promote and celebrate activities, events and competitions. Parents and children generally welcome opportunities to celebrate or publicise their achievements. Some leaders/ coaches in Newcastle West Golf Club may want to use photographs or videos as a tool to support a young athlete's skill development.

However, the use of photos and videos on websites and social media, and in posters, the press or other publications, can pose direct and indirect risks to children and young people if not managed correctly.

Newcastle West Golf Club follows the good practice guidelines outlined in page 29 to safeguard children.

What are the risks?

- Children may be identified, located, groomed or contacted
- Taking or producing inappropriate or illegal images of children

Video recording as a coaching aid: Video equipment can be used as legitimate coaching aid. However,

permission must be obtained from the player and the player's parent.

Anyone concerned about any photography taking place at events or training sessions can contact the Designated Liaison Person and ask them to deal with the matter.

### **Mobile Phones:**

Young people value their mobile phones 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 following guidelines should be followed:

#### **A Leader in Newcastle West Golf Club will:**

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event.
- Not have constant contact with an individual athlete.
- Not use their phone in inappropriate locations, such as changing rooms, especially if that phone has a camera.
- Not send messages late at night
- Remember the principles of the Leaders Code of Conduct apply to social media communication as well and consider their digital footprint before posting.

#### **Junior golfers in Newcastle West Golf Club**

- If you receive an offensive message, email or photo don't reply to it, save it, make note of times and dates and tell a parent/guardian, children's officer or responsible adult you trust.
- Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Treat your phone as you would any valuable item so that you can guard against theft.