

# The West Berkshire Golf Club & Bournebridge Golf Club Ltd

## Children and Young People Safeguarding Policy and Procedures

Update Jan 2026

### **ADDENDUM**

1. This addendum is an integral part of the Policy and Procedures to which it is attached, and its contents are intended to directly influence the meaning and impact of the policy and procedure text contained therein.
2. The joint signatories to this policy and associated procedures fulfil different roles at the West Berkshire golf course. The course is operated commercially by Bournebridge Golf Club Ltd and they are known as the 'Course Operators'. They own and maintain the land and buildings (premises) and employ the staff required to operate the business. The West Berkshire Golf Club is the 'Club' to which members belong. Its playing rights are secured by an annual licence fee paid to the Course Operators. The Club has no employees, just volunteers. Its activities are generally limited to events, competitions, handicap administration and disciplinary affairs.
3. Whilst the two parties are joint-signatories, at key points the responsibilities under the terms of the policy may fall exclusively on one party or the other depending on circumstances. Where policy text refers to staff, PGA professionals, coaches or visitors the point of contact in the event of any required action will be **Bournebridge Golf Club Ltd** alone. Where the reference is to volunteers, members, parents or disciplinary matters, any action point will fall to the **Club Welfare Officer**, an appointee of the Club's General Committee.

The reference points within the policy and procedures where this distinction specifically applies, are as follows:-

<u>page</u>	<u>section</u>	<u>para</u>
3	Objectives	3 & 4
4	Responsibilities & implementation	3, 4 & 5
5	Recruitment & training	1.1, 1.3, 1.4 & 1.6
6	Complaints, concerns and allegations	2.1 & 2.4
9	Emergencies and incidents	4.1 & 4.3
9	Supervision	5.1
10	Professional relationships	7.1 & 7.5
11	Good practice guidelines	8.5.1
12	Good practice guidelines	8.5.2
20	App 3 – Reference Form	
21	App 4 - Code of Conduct for staff, coaches & volunteers	(9 <sup>th</sup> bullet point – contact outside Club role)
22	App 4 - Code of Conduct for staff, coaches & volunteers	(final bullet point – reporting procedures)
25 - 26	App 6 – Code of Conduct for parents/carers	
27 - 30	App 7 – Managing challenging behaviour	
31 - 32	App 8 – Incident Report Form	
33 - 34	App 9 – Accident Report Form	(normal default responsibility Pro-Shop)
35 - 38	App 10 – Junior Profile and Parental Consent Forms	(copies required by both parties)
39	App 11 – Photography consent	
40 - 41	App 12 – Guidance for parents	
42 - 43	App 13 – Managing young people on away trips	
44 - 46	App 14 – Social media guidance	
47 - 49	App 15 – Whistleblowing policy	
50	App 16 – England Golf DBS check flowchart	(DBS = <u>D</u> isclosure & <u>B</u> arring <u>S</u> ervice)

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Signed on behalf of  
The West Berkshire Golf Club  
Date:

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Signed on behalf of  
Bournebridge Golf Club Ltd  
Date: