



Heaton Park Golf Club Workforce Code of Conduct - Safeguarding

Purpose and Scope

At Heaton Park Golf Club, we are committed to providing a safe, welcoming, inclusive and respectful environment where everyone feels welcome and valued. This Code of Conduct outlines the standards of behavior expected from all staff members, volunteers and coaches, to help ensure a positive experience for all.

This Code applies to all employees, workers, volunteers, coaches, contractors and any other individual undertaking work on behalf of the Club.

As a member of the workforce, you are expected to:

- Treat everyone fairly and with respect, regardless of age, gender, race, disability, sexual orientation, religion or background
- Act with integrity, honesty and professionalism at all times
- Respect the rights, dignity and worth of every person
- Treat all members, visitors, staff and volunteers with respect and courtesy
- Promote the positive values of golf, including fairness and respect
- Behave responsibly when representing the club
- Challenge or report any behavior that is discriminatory, abusive or inappropriate
- Support a safe, welcoming and inclusive club environment
- Help create an environment where everyone feels welcome and able to participate.
- Promote equality, diversity and inclusion
- Do not engage in discrimination, victimization, harassment or exclusionary behaviour.
- Maintain the well-being and safety of all individuals.
- Declare any actual, potential or perceived conflict of interest.
- Do not use your position for personal gain.



- Withdraw from decisions where a conflict exists unless authorised to participate.

You must not engage in behavior including, but not limited to:

- Bullying, harassment or intimidation
- Physical or verbal abuse
- Discriminatory behavior or language
- Use of foul, abusive or offensive language
- Inappropriate physical contact
- Any conduct that may put yourself or others at risk

When performing your role and/or acting on behalf of the golf club, your responsibilities are to:

- Report any conflicts of interest to the appropriate person as soon as possible.
- Act as an advocate of the golf club.
- Treat all colleagues and volunteers respectfully, helping to foster a friendly and collaborative environment.
- Read and work in accordance with all relevant policies and procedures and read and comply with the employee / volunteer handbook.
- Treat the golf club's assets, information and intellectual property, with respect and care.
- Maintain a high standard of professionalism and any dress code guidelines.

When communicating about the Club, including on social media:

- act respectfully and responsibly;
- avoid abusive, offensive, discriminatory or misleading comments;
- maintain confidentiality where required;
- make clear when expressing personal views rather than speaking on behalf of the Club; and
- comply with relevant Club policies.

Safeguarding and Welfare

Heaton Park Golf Club is committed to safeguarding the welfare of children, young people and adults at risk.



All workforce members must promptly report any safeguarding concern, allegation, disclosure or incident in accordance with the Club's safeguarding procedures.

All workforce members share a responsibility to:

- Help create and maintain a safe environment
- Be vigilant and report concerns
- Never ignore or condone harmful behavior
- Follow safeguarding policies and procedures at all times
- If you have a concern about the welfare of any individual, you should report it immediately to the **Club Safeguarding and Welfare Officer** or appropriate club official.
- Respect the confidentiality and privacy of members, visitors, colleagues and volunteers.
- Handle personal information in accordance with data protection requirements and Club policies.
- Only access or share information where there is a legitimate business or safeguarding reason for doing so.

Club Safeguarding and Welfare Officer:

Name: **Jim Whitehurst**

Email: **James.whitehurst@btinternet.com**

Phone: **07712 515 504**

If your role requires you to engage with young people:

- Place the well-being and safety of the young person (defined as up to and including 17 years old) above the development of performance.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Always work in an open environment (e.g. avoid private or unobserved situations).
- Do not engage in any form of intimate or sexual relationship, or inappropriate behaviour with a young player. All adult-young person relationships should maintain clear boundaries and be supportive, positive and aimed at their development and progress, as a person and a golfer.



- Communication with young people should only take place where necessary for legitimate club activities, through approved channels and in accordance with relevant safeguarding policies. Respect young people's opinions when making decisions about their participation in golf.
- Inform players and parents of the requirements of golf.

'Speak up culture'

We promote a 'speak-up' culture. Workforce members are encouraged to raise concerns about misconduct, unethical behaviour, breaches of policy, health and safety issues or safeguarding concerns without fear of victimisation.

Breaches of this Code of Conduct

Any breach will be addressed in line with Heaton Park Golf Club's disciplinary, grievance, safeguarding or volunteer management procedures, as appropriate and may result in:

- Informal or formal warnings
- Restrictions on duties
- Suspension or termination of role

Serious breaches may be referred to external agencies, governing bodies, statutory authorities or regulatory bodies where necessary.

I have read, understood and agree to follow this code of conduct.

Signed: _____

Print Name: _____

Date: _____