

# Six steps to SafeGolf

**SafeGolf** is England Golf's national accreditation promoting a safe and positive environment for all those participating, working and volunteering in the sport of golf.

## What you need

- [How to recruit a CWO](#)
- [Safeguarding Personnel Register](#)
- [Volunteer DBS and Certification Matrix](#)
- [How to apply for DBS](#)
- [Safeguarding & Protecting Children \(SPC\) Online Workshop](#)
- [Time To Listen \(TTL\) Workshop](#)
- [Children and Young Safeguarding Template](#)
- [Adults Safeguarding Template](#)
- [Evidence Checklist](#)

## Contact

If you have any questions and when you're ready to submit evidence, your Club Support Officer is on hand. You can find their contact details on our website [here](#).



**Timings** relate to completing the administration of each step, but do not include time spent attending workshops or finalising DBS checks.



1

### Appoint a Club Welfare Officer (CWO)

If your club has already recruited a CWO, then move on to Step 2. If not, then please check out our guide on '[How to recruit a CWO](#)'.



2

### Start a register and check who needs a DBS certificate

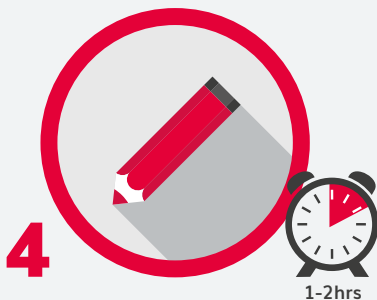
Download the **Personnel Register template** and add details of your relevant staff, coaches and volunteers. Storing up-to-date information will help you keep an eye on things such as expiry dates of DBS and SPC certificates. Use the **DBS and certification matrix** to identify who requires this qualification.



3

### Apply for checks and book workshops

Now is the time for your volunteers and staff to apply for **DBS checks** and book a place on a **SPC Online Workshop** and a **TTL Workshop**. Once they have attended and received their certificates, store copies and add them to your evidence file. PGA coaches should appear on the SafeGolf Coaches Register.



4

### Personalise policies and procedures

This is when you amend and make those **templates** your own! Add your club name and other relevant details to the template where prompted. Once you have personalised these templates, send a copy to your CSO so they can check they meet the criteria.



5

### Adopt and communicate

Once the policies are personalised, it's vital that they are officially adopted by the club and communicated to members, staff and visitors. This should be done via email, in paper form on your noticeboards and on the club website and social channels.



6

### Submit your evidence

The final step is to submit all the evidence to your Club Support Officer. Once any amends are agreed you will be awarded SafeGolf accreditation. Well done! But don't ease up! Continue to review, update and ask your CSO for support.

**REMEMBER:** If you have a concern about the welfare of any participant in golf you can share your concern and seek advice at [www.safegolf.org](http://www.safegolf.org)



ENGLAND GOLF

