

# Suffolk Junior Chess Association

## Safeguarding Policy and Procedures

### Purpose

The primary function of the Suffolk Junior Chess Association is to promote chess; within this we recognise its responsibility towards the welfare of the children and young people attending the events it organises.

SJCA recognises that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, and sexual orientation have the right to equal protection from all types of harm or abuse
- Working in partnership with other agencies is necessary for the safeguarding of children

The purpose of this policy is:

- To put in place safeguards for the protection of the children who attend SJCA events
- To support our staff and volunteers by providing them with appropriate procedures and guidance

### Scope

The terms 'child', 'children' or 'junior' refers to all young people under the age of eighteen.

This policy applies to all adults performing a role at SJCA events who:

- Have **regular** contact with children **without their parents being present**
- Who might be perceived by a child to be in a position of trust

In practice this will be the SJCA Coaching Director, coaches engaged by him, team managers, together with board stewards, tournament controllers, arbiters, and any adults who regularly assist in the playing hall at SJCA tournaments. This includes any adults who wear SJCA-badged clothing at events.

#### Exceptions:

It may be necessary for the SJCA Coaching Director to source a coach at short notice in order to ensure a safe supervision ratio – in such circumstances the SJCA Coaching Director will ensure adequate supervision of said coach.

It is SJCA policy to support the development of its juniors, some of whom may wish to assist at training days and tournaments. Junior leaders will be supervised by a named adult, usually the SJCA Coaching Director, Tournament Controller, or Safeguarding Officer.

SJCA wishes to encourage the parents of juniors to become involved with the work of the association. Parents assisting at training or tournaments on an ad hoc basis will be supervised by a named adult who is in possession of an enhanced DBS check, usually the Tournament Organiser or Safeguarding Officer.

## **Policy**

SJCA seeks to safeguard the children who attend its events by:

- Appointing a named person responsible for the implementation of this policy – the SJCA Safeguarding Officer,
- Adopting child protection best practice through procedures and a code of conduct for staff and volunteers,
- Recruiting staff and volunteers safely in line with National guidelines,
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately,
- Supporting our staff and volunteers through supervision, support and training.

This policy is implemented through the following procedures which are available as appendices to this policy:

- A. Terms of Reference for the SJCA Safeguarding Officer
- B. SJCA Recruitment Procedure
- C. SJCA Code of Conduct for Coaches and Volunteers
- D. Procedure for handling a concern or disclosure

Elements of the SJCA safeguarding procedures are a requirement under the terms of SJCA's insurers. Proposed changes to this policy or procedures must be checked against the policy documentation to ensure continued compliance.

## **Appendix A – Terms of Reference for the SJCA Safeguarding Officer**

### **Pre-requisites:**

The SJCA Safeguarding Officer must be in possession of an enhanced level DBS disclosure which is less than three years old.

The SJCA Safeguarding Officer should have a working knowledge of current safeguarding principles and practice.

### **Key responsibilities:**

The SJCA Safeguarding Officer is responsible to the SJCA Committee.

The SJCA Safeguarding Officer is responsible for:

- Implementing the SJCA Recruitment Policy; maintaining appropriate records
- Providing information, training and support in safeguarding matters to the SJCA committee, coaches and volunteers.
- Keeping up to date with National guidelines and best practice (<http://www.isa.homeoffice.gov.uk/>)
- Responding to changes in National guidance by cascading information to the SJCA Committee and reformulating policy and procedures as necessary
- Maintaining a register of alleged, actual or threatened abuse including action taken
- Liaison with outside agencies in cases of suspected or alleged abuse
- Securely storing SJCA safeguarding records in line with legal requirements, insurance requirements and recognised best practice for safeguarding records storage and retention.

## **Appendix B – SJCA Recruitment Procedure**

### **Scope**

This procedure applies to the recruitment of all adults as defined in the section **Scope** on page one.

### **Terminology**

The term 'applicant' refers to any adult, voluntary or paid, who fulfils the criteria set out in 'Scope' above.

### **Procedure**

Any applicant who meets the criteria above should be identified to the SJCA Safeguarding Officer, prior to commencement of duties.

The SJCA Safeguarding Officer will then ensure that the applicant has:-

1. Undergone satisfactory enhanced level Disclosure and Barring Service (DBS) checks. (It is the responsibility of the SJCA Safeguarding Officer to keep abreast of national guidelines and update this procedure accordingly.)

If the applicant already holds a satisfactory enhanced level disclosure issued within the last three years AND the applicant is still resident at the same address AND the applicant is still volunteering for or employed by for the organisation that commissioned the check, SJCA may accept that disclosure as adequate when presented with proof of current residence (e.g. a utility bill dated within the last month). Otherwise, SJCA will commission a new disclosure via its preferred agent.

2. Is in possession of a reference dated within the last 12 months confirming their suitability for working with children.
3. Receives a copy of Appendices C and D, together with a briefing commensurate with the applicant's experience of safeguarding issues.

The SJCA Safeguarding Officer will hold records of all coaches and volunteers, and will be responsible for ensuring that DBS checks are updated in line with current National guidelines.

### **Positive Disclosures**

On receiving a positive DBS disclosure (i.e. the DBS check is NOT clear), the SJCA Safeguarding Officer will contact the applicant to see if they accept the information disclosed:

If they do not – it is the responsibility of the applicant to take the matter up with the Disclosure and Barring Service. Until such time as the matter is resolved, SJCA will not allow the applicant to be present at events where they may be alone with children or be perceived to be in a position of trust. If they do – the SJCA Safeguarding Officer will take advice from a qualified professional – usually at the local Social Services. It is very unlikely that SJCA will allow the applicant to take up a position where they may have unsupervised access to children, or be perceived to be in a position of trust.

## **Appendix C – SJCA Code of Conduct for Coaches and Volunteers**

### **General Principles:**

- Treat everyone with respect
- Provide an example of behaviour for others to follow
- Respect others' right to privacy
- Avoid situations that may compromise your relationship with children, and are unacceptable within a relationship of trust
- Avoid situations that could be open to misinterpretation – eg. Being alone with a child in a closed room
- Recognise that children from different backgrounds may have different values
- Recognise that children with differing abilities will have differing requirements
- Be prepared for colleagues to remind you if you forget any of the requirements for good practice, and be prepared to help a colleague by advising them in return

### **Do Not.....**

- Permit abusive peer activities e.g. bullying, ridiculing
- Initiate or display inappropriate physical contact
- Show favouritism
- Make inappropriate or suggestive remarks or gestures
- Let any suspicion, disclosure or allegation of abuse go unrecorded
- Believe “it could never happen to me”

### **Specific Guidance for Coaches and Tournament Organisers**

- Know your group – record the names of children attending and alert an SJCA organiser if a child unexpectedly fails to return after a break
- Make sure you have an emergency contact number for any child left without a parent or adult acting in loco parentis at an SJCA event. This may only be done with the express permission of the organisers.
- Alert an SJCA organiser if you consider the group is unsafe, either because of large numbers, or due to the dynamic of the children present within the group
- Never leave your group unattended
- Do not leave your group with a leader who is not subject to the SJCA Safeguarding Policy without the express permission of the senior SJCA official present
- Familiarise yourself with the exits at the venue in order that you could lead a safe evacuation of your room if necessary

- Familiarise parents and juniors with the fire procedures
- Where possible provide separate toilets for children and adults and ensure they are appropriately signed.
- Make sure parents are aware it is their responsibility to bring to the attention of the organisers any serious medical, emotional or educational needs which may impact the safety of their children or other participants at an event.
- Be vigilant to the motives of adults showing an interest in the training or in particular children

## **Appendix D – Procedure for Handling a Concern or Disclosure**

### **D1. If you have reason to suspect that a child is being abused:**

- Record your concerns using facts and observational detail
- At the earliest opportunity, pass to the SJCA Safeguarding Officer, or, if the SJCA Safeguarding Officer is not present, pass to the SJCA organiser at the event
- Do not discuss the concern with anyone else

### **D2. If a child tells you they are being abused:**

- DO NOT PROMISE CONFIDENTIALITY
- Allow the child to talk, but do not press or prompt for information
- Provide reassurance, but do not pass judgement
- Record the facts as told to you, using the child's words and observational detail e.g. "x was rocking and crying and said..." instead of "x was upset and said..."
- At the earliest opportunity, pass to the SJCA Safeguarding Officer, or, if the SJCA Safeguarding Officer is not present, pass to the SJCA organiser at the event.
- Do not discuss the concern with anyone else

### **D3. If you receive an allegation of abuse against an SJCA volunteer or coach:**

- Record the facts as told to you
- At the earliest opportunity, pass to the SJCA Safeguarding Officer, or, if the SJCA Safeguarding Officer is not present, pass to the SJCA organiser at the event
- If the accusation is against the SJCA Safeguarding Officer, pass to the SJCA organiser at the event
- Do not discuss the concern with anyone else

### **D4. Safeguarding Officer:**

- The Safeguarding Officer will keep an accurate record of any reported cases.
- The Safeguarding Officer will liaise with any outside agency over any alleged cases of abuse.
- The Safeguarding Officer will keep the committee informed of any cases of alleged abuse within the bounds of keeping identities confidential.