

Sussex Junior Chess

Safeguarding Policy and Procedures

Purpose

The primary function of Sussex Junior Chess (SJC) is to promote chess; however, it recognises its responsibility towards the welfare of the children and young people attending the events it organises.

SJC 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 our 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 SJC 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 SJC Coaching Manager, SJC Academy directors, and regular SJC chess coaches. Additionally, it will include adults who regularly assist the children in the playing hall at SJC Tournaments as tournament controllers and arbiters. It will include any adults who wear SJC-badged clothing at events.

Exceptions:

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

It is SJC 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 who is in possession of an enhanced DBS check, usually the SJC Coaching Manager, Tournament Controller, or Safeguarding Officer.

It is SJC policy to encourage the parents of juniors to become involved with the organisation. 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 SJC Coaching Manager, Tournament Controller or Safeguarding Officer.

Policy

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

- Appointing a named person responsible for the implementation of this policy – the SJC 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 SJC Safeguarding Officer
- B. SJC Recruitment Procedure
- C. SJC Code of Conduct for Coaches and Volunteers
- D. Procedure for handling a concern or disclosure

Elements of the SJC safeguarding procedures are a requirement under the terms of SJC'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 SJC Safeguarding Officer

Pre-requisites:

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

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

Key responsibilities:

The SJC Safeguarding Officer is responsible to the SJC Committee.

The SJC Safeguarding Officer is responsible for:

- Implementing the SJC Recruitment Policy; maintaining appropriate records
- Providing information, training and support in safeguarding matters to the SJC 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 SJC 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 SJC safeguarding records in perpetuity



Appendix B – SJC Recruitment Procedure

Scope

This procedure applies to the recruitment of all adults performing a role at SJC events who:

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

In practice this will be the SJC Coaching Manager, SJC Academy directors, and regular SJC chess coaches. Additionally, it will include adults who regularly assist the children in the playing hall at SJC Tournaments as tournament controllers and arbiters. It will include any adults who wear SJC-badged clothing at events.

Exceptions:

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

It is SJC 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 who is in possession of an enhanced DBS check, usually the SJC Coaching Manager, Tournament Controller, or Safeguarding Officer.

It is SJC policy to encourage the parents of juniors to become involved with the organisation. 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 SJC Coaching Manager, Tournament Controller or Safeguarding Officer.

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 SJC Safeguarding Officer, prior to commencement of duties.

The SJC Safeguarding Officer will then ensure that the applicant;

1. Has undergone satisfactory enhanced level Disclosure and Barring Service (DBS) checks¹.

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, SJC may accept that disclosure as adequate when presented with proof of current residence (e.g. a utility bill dated within the last month).

Otherwise, SJC will commission a new disclosure via its preferred agent.

¹ It is the responsibility of the SJC Safeguarding Officer to keep abreast of national guidelines and update this procedure accordingly.

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 SJC 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 SJC 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, SJC 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 SJC Safeguarding Officer will take advice from a qualified professional – usually at the local Social Services. It is very unlikely that SJC 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 – SJC Code of Conduct for Coaches and Volunteers

General Principles:

- ✓ Treat everyone with respect
- ✓ Provide an example of behaviour for others to follow
- ✓ Respect other's right to privacy
- ✓ Avoid situations that may compromise your relationship with children, and are unacceptable within a relationship of trust
- ✓ 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
- × 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

- ✓ Know your group – record the names of children attending and alert an SJC organiser if a child unexpectedly fails to return after a break
- ✓ Alert an SJC 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 either a Junior Leader or an adult who is not subject to the SJC Safeguarding Policy without the express permission of the SJC Coaching Manager
- ✓ Familiarise yourself with the exits at the venue in order that you could lead a safe evacuation of your room if necessary
- ✓ It is the responsibility of parents to make coaches aware of any serious medical, emotional or educational needs which may impact the safety of their children, or other participants, in a session.

However, coaches should be sensitive to the possibility of common medical conditions in children and know how to summon assistance

- ✓ 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 SJC Safeguarding Officer, or, if the SJC Safeguarding Officer is not present, pass to the senior SJC 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 SJC Safeguarding Officer, or, if the SJC Safeguarding Officer is not present, pass to the senior SJC organiser at the event.
- Do not discuss the concern with anyone else

D3. If you receive an allegation of abuse against an SJC volunteer or coach:

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

