

# Richmond & Twickenham Chess Club

## Safeguarding

### Policy and Procedures

Version 0.3/ 05.09.2022

## 1/ Purpose:

Within Richmond & Twickenham Chess Club (RTCC), we need to recognise our responsibility towards the welfare of the children and young people attending the club nights, classes, matches and events it organises. RTCC 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 children who attend our classes, matches and events.
  - To support our members and volunteers by providing them with appropriate procedures and guidance.

## 2/ Scope

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

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

- Have regular contact with children without their parents being present.
- Might be perceived by a child to be in a position of trust.
- In practice this will be the RTCC officers, coaches and any parent volunteers.
- Additionally, it will include adults who regularly assist the children in the playing room at RTCC matches and events.

The RTCC secretary or coach can allow other members, parents and other juniors to help in the arrangement of the classes – in such circumstances the RTCC secretary or coach will ensure adequate supervision. The coach or lead club member will be a named adult who is in possession of an enhanced DBS/CRB check and this will be examined and checked by the RTCC Safeguarding Officer. It would be good practice that regular volunteers at the club and parents should have an enhanced DBS/CRB check. These will need to be examined by the Safeguarding Officer. It is RTCC policy to encourage the parents of juniors to become involved with the organisation. Parents assisting on an ad hoc basis will be supervised by the RTCC coach who is in possession of an enhanced DBS/CRB check.

### **3/ Policy**

RTCC seeks to safeguard the children who attend its club or events by:

- Appointing a named person responsible for the implementation of this policy – the RTCC Safeguarding Officer and deputy Safeguarding Officer
- Adopting child protection best practice through procedures and a code of conduct for staff and volunteers.
- Captains of any RTCC junior teams will have an enhanced DBS/CRB check.
- Recruiting volunteers safely in line with national guidelines.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Supporting club captains, coaches and volunteers through supervision, support and training.

### **4/ Terms of Reference for the RTCC Safeguarding Officer**

- Must be in possession of an unexpired enhanced level DBS/CRB disclosure.
- Should have a working knowledge of current safeguarding principles and practice.
- Implementing the RTCC Recruitment Policy; maintaining appropriate records.
- Providing information, training and support in safeguarding matters to the RTCC secretary, coach and volunteers.

- Keeping up to date with national guidelines and best practice.

- Responding to changes in national guidance by cascading information to the RTCC secretary, coach and the wider membership 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 RTCC safeguarding records.

## 5/ External Compliance Requirements

The RTCC safeguarding procedures must comply with the requirements of a number of authorities. Proposed changes to this policy or procedures must be checked against the requirements of those authorities, and must also reflect changes in those imposed requirements, to ensure continued compliance.

The authorities that impose requirements on the RTCC safeguarding procedures include:

- UK government legislation.
- English Chess Federation Safeguarding Children Policy.
- Host venue requirements.
- Insurance policies.

## 6/ Safeguarding Contacts

a) In case of concern for a child or young person, in the first place contact Richmond & Twickenham Chess Club Safeguarding Officer (see Appendix one).

b) It may be necessary to contact the local authority safeguarding contact at the London Borough of Richmond Upon Thames (see Appendix one):

c) Police: If you believe a child may be **immediately at risk please call 999.**

d) NSPCC Adults can telephone the NSPCC child protection helpline on 0808 800 5000 if they are worried about a child.

e) Childline Young people can contact ChildLine which is the free and confidential helpline for children and young people in the UK: 0800 1111.

## **7/ RTCC Code of Conduct for Coaches and Volunteers**

### **General Principles:**

#### **Do:**

- 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".

## **General guidance for coaches**

- Know your group – record the names of children attending and alert an RTCC officer if a child unexpectedly fails to return after a break.
- Alert the RTCC safeguarding officer if you consider the group is unsafe, either because of large numbers, or due to the dynamics of the children present within the group.
- 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.

## **Safeguarding concerns and how to deal with it:**

A/ 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 RTCC Safeguarding Officer
- The Safeguarding Officer may contact the Safeguarding Contacts London Borough of Richmond Upon Thames
- Do not discuss the concern with anyone else apart from the Safeguarding Officer or deputy safeguarding officer
- If you do not feel that your concerns are not dealt with adequately, you must contact the Safeguarding Contacts of the London Borough of Richmond Upon Thames yourself.

B/ 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 RTCC Safeguarding Officer
- The Safeguarding Officer may contact the Safeguarding Contacts at the London Borough of Richmond Upon Thames
- Do not discuss the concern with anyone else apart from the Safeguarding Officer or deputy safeguarding officer.
- If you do not feel that your concerns are not dealt with adequately, you must contact the Safeguarding Contacts London Borough of Richmond Upon Thames yourself.

C/ If you receive an allegation of abuse against an RTCC volunteer or coach:

- Record the facts as told to you.
- At the earliest opportunity, pass it to the RTCC Safeguarding Officer.
- If the accusation is against the RTCC Safeguarding Officer then you will need to contact another club officer or the deputy safeguarding officer.
- The Safeguarding Officer or club officer may contact the Safeguarding Contacts at the London Borough of Richmond Upon Thames.
- Do not discuss the concern with anyone else apart from the Safeguarding Officer or deputy safeguarding officer
- If you do not feel that your concerns are not dealt with adequately, you must contact the Safeguarding Contacts at the London Borough of Richmond Upon Thames yourself

## **Appendix one: Club Safeguarding Officer and other contacts**

### **September 2022**

The Club safeguarding officer is:

Huw Williams  
[Huwie35@sky.com](mailto:Huwie35@sky.com)  
07971 405457

The Club deputy safeguarding officer is:

David Heaton  
[daheaton1@hotmail.com](mailto:daheaton1@hotmail.com)

The Club Secretary is:

Sampson Low  
[RTCCSecretary@gmail.com](mailto:RTCCSecretary@gmail.com)  
07960 670708

The Local Safeguarding for Children Board for the London Borough of Richmond Upon Thames (LBRUT) can be found at:

[kingstonandrichmondsafeguardingchildrenpartnership.org.uk](http://kingstonandrichmondsafeguardingchildrenpartnership.org.uk)

or telephone:

07834 386459