

# Safeguarding Policy and Procedures

Richmond Junior Chess Club

Version 1.3

25 July 2017

# Richmond Junior Chess Club

RJCC Safeguarding Policy & Procedures

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## Safeguarding Policy and Procedures

### Version History

Date	Version	Author	Reason for Update
April 2013	1.0	MG	Initial Version
15/09/2015	1.1	PM	Annual update. New legal framework, "Working together to safeguard children A guide to inter-agency working to safeguard and promote the welfare of children March 2015". New section, External Compliance Requirements. Minor format changes.
25/05/2015	1.2	PM	Minor format changes.
25/07/2017	1.3	PM	Annual update. Addition of named roles for RJCC. Updated advice from the Local Safeguarding Children Board (LSCB) in Kingston and Richmond, updated contacts with the London Borough of Richmond & Twickenham, inclusion of LSCB poster, inclusion of English Chess Federation's Safeguarding Children Policy

### Review Schedule

LAST UPDATE:	25 June 2017	Paul McKeown (Safeguarding Officer – RJCC)
NEXT REVIEW:	24 August 2018	Or before, on publication of new applicable legislation, or updated advice from the Local Safeguarding Children Board (LSCB) in Kingston and Richmond

# Richmond Junior Chess Club

## Purpose

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

RJCC 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 RJCC 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 all the RJCC Coaches and any parent volunteers
- Additionally, it will include adults who regularly assist the children in the playing hall at RJCC Tournaments as tournament controllers and arbiters.

## Exceptions:

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

It is RJCC 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/CRB check, usually the RJCC Coaching Manager, RJCC Tournament Controller, or RJCC Safeguarding Officer.

It is RJCC 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/CRB check, usually the RJCC Coaching Manager, RJCC Tournament Controller or RJCC Safeguarding Officer.

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## Policy

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

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

## External Compliance Requirements

The RJCC 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 RJCC safeguarding procedures include:

- UK government legislation – see Appendix H
- Kingston & Richmond joint Local Safeguarding Children Board – see Appendix F
- English Chess Federation –Safeguarding Children Policy – see Appendix I
- Host venue requirements
- Insurance policies

## Named Officers

Various roles held by RJCC officers are described in this policy. The roles are currently held by specific named officers:

- RJCC Named Officers – Appendix J

## Safeguarding Board Contacts

In case of concern for a child or young person, it may be necessary to contact the responsible authorities in the Local Safeguarding Children Board:

- About the Single Point of Access – Appendix E
- Safeguarding Contacts Poster for Richmond LSCB – Appendix G

# Richmond Junior Chess Club

## Appendix A: Terms of Reference for the RJCC Safeguarding Officer

### Pre-requisites:

The RJCC Safeguarding Officer:

- a) must be in possession of an unexpired enhanced level DBS/CRB disclosure
- b) should have a working knowledge of current safeguarding principles and practice

### Key responsibilities:

The RJCC Safeguarding Officer is responsible for:

- Implementing the RJCC Recruitment Policy; maintaining appropriate records
- Providing information, training and support in safeguarding matters to the RJCC coaches and volunteers.
- Keeping up to date with national guidelines and best practice
- Responding to changes in national guidance by cascading information to the RJCC Coaching Team 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 RJCC safeguarding records in perpetuity

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## Appendix B: RJCC Recruitment Procedure

### Scope

This procedure applies to the recruitment of all adults performing a role at RJCC Club who:

- a) Have regular contact with children without their parents being present
- b) Might be perceived by a child to be in a position of trust.

In practice, this will be the RJCC Coaches. It will also include adults who regularly assist the children in the playing hall at RJCC Tournaments as tournament controllers and arbiters. It will include any adults who wear RJCC-badged clothing at events.

### Exceptions:

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

It is RJCC 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/CRB check, usually the RJCC Coaching Manager, Tournament Controller, or Safeguarding Officer.

It is RJCC 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/CRB check, usually the RJCC 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 RJCC Safeguarding Officer, prior to commencement of duties.

The RJCC Safeguarding Officer will then ensure that the applicant:

- 1) Has undergone satisfactory enhanced level Disclosure and Barring Service/Criminal Records Bureau (DBS/CRB) checks<sup>1</sup>. 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, RJCC may accept that disclosure as adequate when presented with proof of current residence (e.g. a utility bill dated within the last month)
- 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.

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

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

The RJCC Safeguarding Officer will hold records of all coaches and volunteers, and will be responsible for ensuring that DBS/CRB checks are updated every three years.

## Positive Disclosures

On receiving a positive DBS/CRB disclosure (i.e. the DBS/CRB check is NOT clear), the RJCC 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 Vetting and Barring Service. Until such time as the matter is resolved, RJCC 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 RJCC Safeguarding Officer will take advice from a qualified professional – usually at the local Social Services. It is very unlikely that RJCC 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.

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## Appendix C: RJCC 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 RJCC organiser if a child unexpectedly fails to return after a break

Alert an RJCC organiser 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.



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

### 3. If you receive an allegation of abuse against an RJCC volunteer or coach:

- Record the facts as told to you
- At the earliest opportunity, pass it to the RJCC Safeguarding Officer
- If the accusation is against the RJCC Safeguarding Officer then you will need to contact the London Borough of Richmond Single Point of Access, as detailed in Appendix E
- Do not discuss the concern with anyone else.

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## Appendix E – London Borough of Richmond & Twickenham – About the Single Point of Access

### Single Point of Access

We are committed to [supporting and safeguarding children](#).

You can contact us to request support, or to report a concern about a child or young person.

Call 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours.

#### Urgent calls

Call 999 if you think a child or young person is in immediate danger.

### About the Single Point of Access

We are committed to ensuring that all children and young people with additional needs are identified early.

We ensure information is shared effectively between different agencies, offering advice and guidance and referring children, young people and their families to services that can help them.

#### Our services

The Single Point of Access is a multi agency team, managed by Achieving for Children, who work closely with a wide range of teams and partner agencies and facilitates different levels of support depending on the needs of the child, young person and their family.

This support includes:

- Offering information and advice on local services
- Providing professional with consultation and support
- Making referrals to partner agencies
- Access to Early Help Services within AfC
- Making referrals to Children's Social Care Services.

#### About the team

The Single Point of Access team is made up of different professionals with different areas of expertise who work together to assess, decide and coordinate how best to support children, young people and their families where there are concerns.

Team members:

- Contact and Information Officers receive your calls and can provide information, advice and guidance.
- Social Workers assess the needs or concerns raised about a child or young person.

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- Child and Adolescent Mental Health clinician(s) triage referrals made to the Child and Adolescent Mental Health Teams.
- Police Officers assess information and notifications about children and young people coming to the attention of the Police.
- Adult Social Workers share information and advise how best to respond to concerns relating vulnerable adults caring for children or young people.
- Health Visitor advises on the developmental needs of children under 5 with additional needs that are referred to the SPA to ensure they receive the most appropriate support.

When the Single Point of Access is contacted about a child or young person they will decide within 24 hours about what action should be taken next.

To help the team make an informed decision they may contact you or other agencies for further information.

The Single Point of Access will feedback to the person who initially made contact with the Single Point of Access within 72 hours to let them know of their decision and the next steps.

## Contact us

The Single Point of Access team is available from 8am to 6pm, Monday to Friday.

Call us on 020 8547 5008, or if you need to speak to someone urgently after hours or at the weekend, call the 'Out of Hours' team on 020 8770 5000.

If you think a child or young person is in immediate danger call 999.

[From the website of the London Borough of Richmond & Twickenham,

[http://www.richmond.gov.uk/services/children\\_and\\_family\\_care/single\\_point\\_of\\_access](http://www.richmond.gov.uk/services/children_and_family_care/single_point_of_access)

[http://www.richmond.gov.uk/services/children\\_and\\_family\\_care/single\\_point\\_of\\_access/about\\_the\\_single\\_point\\_of\\_access](http://www.richmond.gov.uk/services/children_and_family_care/single_point_of_access/about_the_single_point_of_access)

25/07/2017]

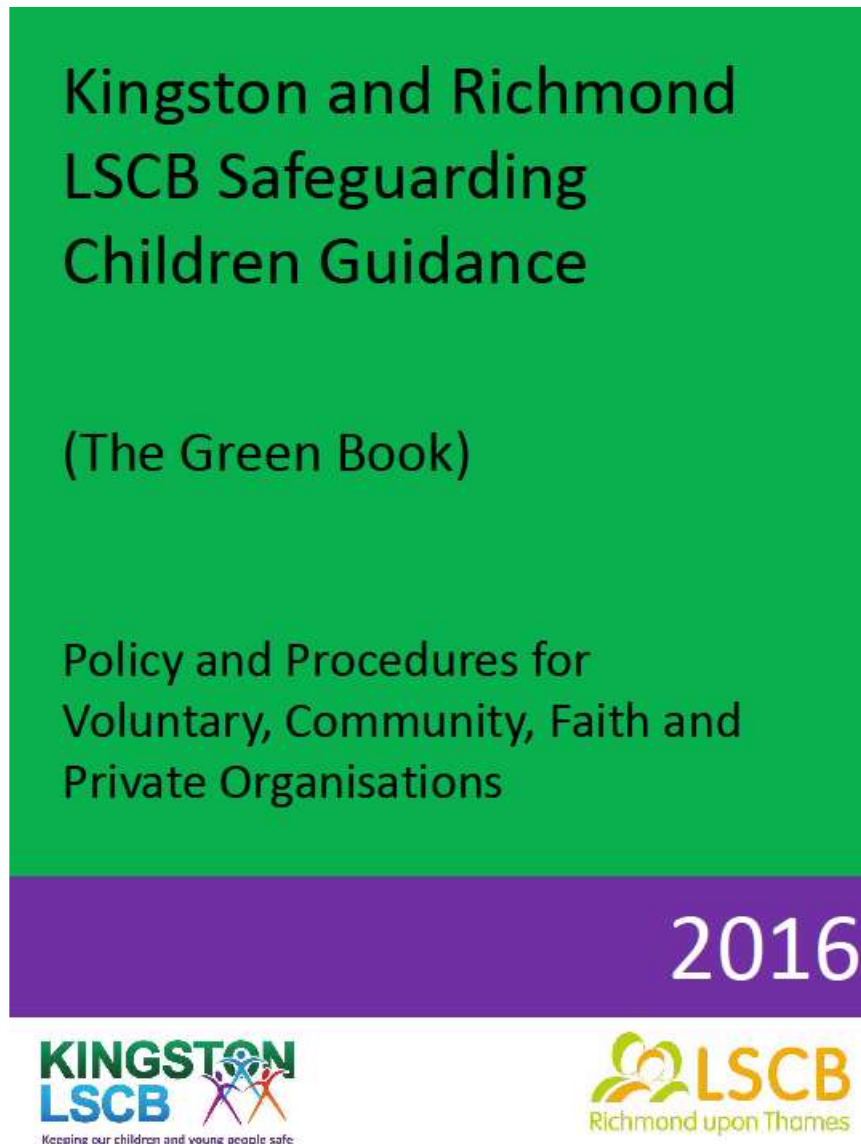
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## Appendix F – Joint Kingston and Richmond Green Book



[Text can be read from within Adobe Acrobat Reader, by clicking the linked image above.]

[Downloaded from the website of the Local Safeguarding Children Board (LSCB) in Kingston and Richmond, <http://kingstonandrichmondscb.org.uk/news-resources/policies-and-procedures-87/lscb-safeguarding-children-guidance-the-green-book-209.php>, 25/07/2017]

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## Appendix G – Safeguarding Contacts Poster for Richmond LSCB

Copy below – to be displayed at RJCC sessions, whenever children are present.

Can be downloaded from <http://kingstonandrichmondscb.org.uk/news-resources/templates-222.php>



Ensuring that everyone is working together for the safety and wellbeing of children and young people

### Worried about a child?

If you want to speak to the safeguarding children lead here at:

Please ask for:

If this person is not available there are other staff that you can speak to.

### Important numbers

#### For children and young people

**Childline** runs a free 24 hour helpline: phone them on **0800 1111**.

You can also visit them online at [www.childline.org.uk](http://www.childline.org.uk)

Childline is confidential - they won't tell anyone about your call unless you want them to or if you are in danger.

You can text the **NSPCC** helpline anonymously on **88858**.

#### For adults – including parents and carers

If you have any concerns about a child please call the Richmond

**Single Point of Access** on **020 8891 7969**.

(020 8770 5000 out of hours).

**If you or a child is in immediate danger, you should always phone 999.**

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## Appendix H – Government Legislation

Her Majesty's Government Department of Education publishes statutory guidance to safeguarding children, which applies to various categories of people working with children, including teachers and education staff and voluntary and community sector workers in contact with children and families. The current version of this guidance is:

Working together to safeguard children, A guide to inter-agency working to safeguard and promote the welfare of children, Department of Education, 26 March 2015, ref. DFE-00130-2015-26, download from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working Together to Safeguard Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

This guidance replaces the previous version, 'Working together to safeguard children' (2013), which was referenced by version 1.0 of this Safeguarding Policy.

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## **Appendix I – English Chess Federation – Safeguarding Children Policy**

Latest version dates from 11 March 2016.

Can be downloaded from <http://www.englishchess.org.uk/safeguarding-children-policy/>

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## Appendix J – RJCC Named Officers

Role	Officer	Date in role	Date left role
RJCC Safeguarding Officer	Paul McKeown Tel. 020 8756 0474 Mob. 07833 577 451	15/09/2015	
RJCC Coaching Manager	David Okike Mob. 07956 949660	15/09/2015	
RJCC Tournament Controller	Paul McKeown Contact as above.	15/09/2015	
RJCC Primary Team Manager	David Okike Contact as above.	15/09/2015	
RJCC Secondary Team Manager	James Stevenson Mob. 07850 091959	01/09/2016	

## Roles

### RJCC Safeguarding Officer

Responsible for all Safeguarding functions within Richmond Junior Chess Club.

### RJCC Coaching Officer

Responsible for all Coaching functions and staff within Richmond Junior Chess Club.

### RJCC Tournament Controller

Responsible for all Tournament functions and staff within Richmond Junior Chess Club.

### RJCC Primary Team Manager

Responsible for the conduct of Primary School aged teams run by Richmond Junior Chess Club, including when they travel away from the normal venue.

### RJCC Secondary Team Manager

Responsible for the conduct of Secondary School aged teams run by Richmond Junior Chess Club, including when they travel away from the normal venue.