

WANSTEAD & WOODFORD CHESS CLUB

SAFEGUARDING RESPONSIBILITIES OF EVERYONE

to children, young people and adults in need

Who is responsible at the Club for the safeguarding of children, young people and adults in need?

- everyone; members, parents, guardians, carers, trainers, visitors and guests alike.

What is Safeguarding about?



How is it achieved?

- by providing a safe environment for children, young people and adults in need
- by creating a culture which recognises and understands the importance of safeguarding including listening to and discussing with children, young people and adults in need

- by identifying children or adults in need who are suffering or likely to suffer significant harm, both outside and at home and referring immediately any concerns to local authority social care services
- by preventing unsuitable people from working with children or adults in need
- by having systems and processes that ensure children and adults in need are kept safe and allow for poor and unsafe practice to be challenged
- by identifying instances in which there are grounds for concern about the welfare of a child or adult in need and initiating or taking appropriate action to keep them safe
- by contributing to effective partnership working between all those involved with providing safeguarding services for children and adults in need.

What is the Club's Child Protection Policy?

- supervision is the responsibility of parents and guardians at all times
- the policy sets minimum accompaniment requirements according to age of the Junior Player
- photographers must be registered and permission for photography sought
- this is contained within the detailed safeguarding policy, which is supplemented by procedures and accompanied by guidance documents for Junior Players, Parents and Guardians and Event Organisers

Do other organisations have Safeguarding Policies affecting the Club's activities?

- Wanstead House Community Association (conditions of venue hire)
- Essex Chess Association (Essex League, Knockout and Team Blitz)
- Southern Counties Chess Union (Regional Club Championships)
- English Chess Federation (National Club Championships)

What are the safeguarding responsibilities of Members, the Committee, the Chairman, the Designated Safeguarding Lead and the Safeguarding Officer?

Responsibilities of Members

- safeguarding is the responsibility of everyone at the Club, members, parents, guardians, carers, visitors and guests alike
- raise any safeguarding concern in respect of a child, young person (under 18) or adult in need with the event organiser or Safeguarding Officer
- look out for the welfare of all at the Club and particularly children, young persons and adults in need whilst at the Club or during our activities
- treat all persons at the Club or participating in the Club's activities with respect
- consistently display high standards of behaviour; bullying is not acceptable
- do not use or tolerate inappropriate language
- do not discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability.

Specific Responsibilities of the Committee

- approving Club policy and its implementation within the Club
- approving a review of policy or delegating this to an appropriate sub-committee or official
- adding new procedures as required and informing its organisers, officials, members and volunteers of changes, which includes advertising them as appropriate
- to monitor which organisers, officials and volunteers (not members) have been statutory checked (currently enhanced Disclosure and Barring Service checks) and have had safeguarding training and advise those who may need either due to their role in the Club's activities involving children, young people and adults in need
- supervising those with safeguarding roles (e.g. Designated Safeguarding Lead and Safeguarding Officer)
- acting on whistleblowing
- addressing membership and appointment issues or concerns referred by the Chairman either under the advice of the Designated Safeguarding Lead or Safeguarding Officer (acting as deputy) or otherwise
- providing corporate responses to any safeguarding issue supporting the Designated Safeguarding Lead as appropriate
- to ensure an audit is undertaken (by way of periodic monitoring and review by the Safeguarding Officer) to ensure that safeguards are being implemented and are effective and that risk is being managed.

Specific Responsibilities of the Chairman of the Committee

- ensuring that Safeguarding policy and procedures are reviewed annually by the Committee.
- actioning and/or approving safeguarding disclosure risk assessments including restrictions on activities and suspensions from roles or membership referred by the Designated Safeguarding Lead or Safeguarding Officer
- notifying disclosure concerns to parents or guardians having regard to the safety of all members referred by the Designated Safeguarding Lead or Safeguarding Officer
- convening Committee and General meetings to address safeguarding concerns as required

In the event that the Chairman is either a) unavailable or b) compromised these functions fall to be exercised by the President of the Club.

Specific Responsibilities of the Designated Safeguarding Lead

The legislation requires this role at senior board level in organisations which work with children. The Committee is the Club's equivalent.

The Designated Lead is responsible for:

- taking leadership responsibility on the Committee for the Club's safeguarding arrangements
- ensuring a clear line of accountability for the provision of services designed to safeguard and promote the welfare of children, young people and adults in need
- ensuring in conjunction with the Safeguarding Officer that all issues concerning safety and welfare of children, young people and adults in need who attend the Club's events or

participate in teams run by the Club are properly dealt with through policies, procedures and administrative systems.

- ensuring arrangements are in place for child protection/safe guarding training
- ensuring arrangements are in place for child protection supervision including Disclosure and Barring Service applications and checks
- being the point of contact for other safeguarding agencies in respect of raised concerns
- having familiarity with reporting procedures of the relevant local authority social care services and making decisions to refer concerns to those agencies

Recommended means of appointment: by election at the AGM on the recommendation of the Committee.

Specific Responsibilities of the Safeguarding Officer

The Safeguarding Officer is responsible for:

- providing safeguarding advice and support to organisers, officials, volunteers and Members
- ensuring that safeguarding children, young people and adults in need remains a priority in all of the Club's activities
- deputising for the Designated Safeguarding Lead as required.

The English Chess Federation within its safeguarding policy states that a legal background or safeguarding experience is recommended for this role.

The exercise of the duties of the Safeguarding Officer does not involve the supervision, training or instruction of children or adults in need. It would not include regulated activity for the purpose of requiring a Disclosure and Barring Service application or an enhanced check.

This officer would report to the Designated Lead on the Committee or direct to the Committee as appropriate.

Recommended means of appointment: by the Committee.

Safeguarding Officer – Role Description

Purpose:

To ensure that the Club has appropriate arrangements for keeping children, young people and adults in need safe.

To promote the safety and welfare of children, young people and adults in need.

Responsibilities:

- Ensure in conjunction with the Designated Safeguarding Lead that all issues concerning safety and welfare of children, young people and adults in need who attend Club events or participate in teams run by the Club are properly dealt with through policies, procedures and administrative systems.
- Ensure that everyone involved with the Club has access to its Safeguarding Policy and procedures and is aware of what they should do if they have safeguarding concerns about a child or adult in need.

- Receive, record and report information from anyone who has safeguarding concerns about a child or adult in need engaged in the Club's activities.
- Advise and support the Club's Officers, Tournament Organisers, Controllers and Arbiters, Team Captains, Members and volunteers on safeguarding/child protection.
- Dealing with information that may constitute a safeguarding or child protection concern or an allegation about an Officer, official, organiser, member, or volunteer of the Club. This includes assessing and clarifying the information, and taking decisions in consultation with, the Designated Safeguarding Lead, Chairman of the Committee and statutory child protection and safeguarding agencies as required. Handle all information sensitively and confidentially.
- Consult with, pass on information to and receive information from statutory child and adult protection agencies such as the relevant local social care department and police. This includes making formal referrals to those agencies if required.
- Undertake "Duty to Refer" to the Disclosure and Barring Service if required.
- Be familiar with how the local safeguarding board works and how to contact them.
- Be familiar with issues relating to the protection of children and adults in need and keep up to date with developments.
- Attend training in issues relevant to child protection from time to time and share knowledge from that with members of the Committee and organisers as appropriate.
- Undertake annual monitoring and review of policy and procedures.
- Assist with updating policy and procedures in consultation with the Designated Safeguarding Lead and the Committee.
- Deputise for the Designated Safeguarding Lead as required.
- Report to Committee meetings as required but at least once per year, including the level of risk management being achieved.