

# WANSTEAD & WOODFORD CHESS CLUB

## Safeguarding Guidance for Organisers & Volunteers

### 1. WHAT HAPPENS IF .....?

#### *a) If you suspect a child or adult in need is being abused:-*

1. immediately inform the Club official in charge of the event;
2. record the facts as you know them and give a copy to the Club official; (the Club has a reporting form for this purpose)
3. ensure that the child has access to an independent adult;
4. ensure that no situation arises which could cause further concern;
5. ensure access to confidential information is restricted to appropriate officials on a 'need to know' basis.

#### *b) If a child or adult in need tells you about abuse by someone else:-*

1. allow them to speak without interruption, accepting what is said;
2. alleviate feelings of guilt and isolation, while passing no judgement;
3. advise that you will try to offer support, but that you must pass the information on;
4. same steps as 1 to 5 above.

#### *c) If you receive any allegation of abuse about any child or adult or about yourself:-*

1. immediately inform the Club official in charge of the event or Safeguarding Officer;
2. record the facts as you know them and give a copy to the Club official or Safeguarding Officer;
3. try to ensure that no-one is placed in a position which could cause further compromise. The Club official or Safeguarding Officer will take action which may include contacting the social services or the police.

If the Safeguarding Officer is not available, you should contact the Safeguarding Lead.

### 2. DOs AND DO NOTs

#### DOs

- **Do** put the guidance into practice.
- **Do** apply common sense.
- **Do** consider the wellbeing and safety of all participants in organising the playing of chess.
- **Do** be prepared for an emergency – first aid and evacuation.

- **Do** have access to a telephone to contact the emergency services if required.
- **Do** have contact details to hand for the parent, guardian or carer of any permitted unaccompanied child.
- **Do** consult with parents or guardians as to their arrangements for supervision of their children and ensure that any designated responsible adult is notified to you in writing.
- **Do** develop an appropriate working relationship with participants based on mutual trust and respect.
- **Do** encourage participants to accept responsibility for their own behaviour.
- **Do** treat everyone fairly and with respect.
- **Do** respect and listen to the concerns of children or adults in need.
- **Do** provide an example you wish others to follow.
- **Do** plan activities which involve more than one other person being present or at least are within sight or hearing of others. This applies to such activities as one-to-one training and travelling to or from chess events.
- **Do** maintain confidentiality about sensitive information.
- **Do** respect an individual's right to privacy.
- **Do** provide access for young people to talk to identifiable responsible adults about any concerns they may have. Deal with any concerns in a sympathetic and appropriate manner.
- **Do** encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- **Do** avoid situations that compromise your relationship with young people and are unacceptable within a relationship of trust.
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- **Do** recognise that caution is required even in sensitive moments of counselling.
- **Do** recognise that children with differing abilities have differing requirements.
- **Do** recognise that children from different backgrounds may have differing values.

## **DO NOTs**

- **Do Not** allow discrimination of any kind.
- **Do Not** permit abusive peer activities (e.g. bullying, ridiculing).

- **Do Not** abuse emotionally or sexually.
- **Do Not** engage in sexual activity.
- **Do Not** play physical contact games with young people.
- **Do Not** have any inappropriate physical or verbal contact with others.
- **Do Not** allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums.
- **Do Not** show favouritism to any individual.
- **Do Not** make suggestive remarks or gestures even in fun.
- **Do Not** accept or give gifts to children without permission of their parents or guardians.
- **Do Not** contact children directly by telephone or through social media without the permission of their parent or guardian.
- **Do Not** take photographs of children without permission.
- **Do Not** let suspicion, disclosure or allegation of abuse go unrecorded or unreported.
- **Do Not** rely on just your good name to protect you.
- **Do Not** believe 'it could never happen to me'.

### **3. NOTES ON UNACCEPTABLE BEHAVIOUR BY CHILDREN OR ADULTS IN NEED**

- Participants should be encouraged to develop a sense of right and wrong behaviour.
- Where unacceptable behaviour does take place, appropriate sanctions, decided by a consensus of responsible people present, should be applied to modify the behaviour.
- Sanctions applied to each case should take account of the age and stage of development of the individual, be given at the right time, be relevant to the action and be fair.
- The participant must always be told why the behaviour is unacceptable and the reasons for applying a particular sanction.
- Corporal punishment (smacking, slapping or shaking) if children is illegal and therefore should never be used. It is permissible to take necessary physical action in an emergency to prevent personal injury, either to the individual, other participants or adults, or serious damage to property.
- Participants should not be shouted at directly, though raising of the voice is permissible in instances where it is necessary to be heard.

#### **4. SAFEGUARDING CONTACT INFORMATION**

##### **The Club's Safeguarding Officer is:**

Name: Ben Harte  
Contact: [Email link](#)  
**077 9355 3164**

##### **The Safeguarding Officer for the Club is:**

Name: Mark Murrell  
Contact: [Email link](#)  
**079 7377 3786**

**Emergency Services): 999**

**Police (non-emergencies): 101**

##### **Contact numbers for reporting concerns to Child or Adult Social Services**

LB Redbridge is the relevant Local Authority.

Reporting a child safeguarding concern **020 8708 3885** (**020 8708 5897** out of hours)

Reporting an adult safeguarding concern **020 8708 7333**

##### **Other useful contacts**

NSPCC: **0808 800 500**

Childline: **0800 1111**