

WANSTEAD & WOODFORD CHESS CLUB

Guidance for Organisers and Officials at club events involving children

1. Organisers and officials must adhere to the Club's Safeguarding Policy, in particular the specific safeguarding code of conduct for organisers and volunteers at Appendix 2, which is reproduced below.
2. Organisers should ensure that the accommodation at Wanstead House is suitable for the Club's activities, that the health & safety procedures for Wanstead House Community Association are followed and that they are familiar with evacuation procedures.
3. Organisers should remind parents and guardians of any Junior players participating in the event that the Club does not provide supervision during its events and that they are directed to the Club's safeguarding policy.
4. Organisers should ensure that any Junior players below the age of 14 participating in the event are supervised by a parent, guardian, carer unless for children aged 8 and over their parent or guardian has designated in writing another adult to be responsible for their child, liaising with the Club Secretary as necessary.
5. Organisers must ensure that they have an emergency telephone contact number for the parent or guardian of any child that is not accompanied by them.
6. Organisers, officials and team captains should avoid situations where an adult is alone with a child. On the rare occasion where this is not practicable such as in the provision of transportation to a chess match when no parent or any other adult can be present, the team captain should ensure that a parent or guardian has designated the driver to be responsible for their child and that the driver is willing to accept this responsibility on their behalf.
7. Organisers and officials must respect the rights, dignity and worth of each and every person and treat each equally within the context of the game.
8. Organisers and officials must place the well-being and safety of each player above all other considerations.
9. Organisers and officials should develop an appropriate working relationship with each player based on mutual trust and respect.
10. Organisers and officials must not exert undue influence to obtain personal benefit or reward.
11. Organisers and officials should encourage and guide players to accept responsibility for their own behaviour and performance.
12. Organisers and officials must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.

13. Organisers and officials must always promote the positive aspects of the game (e.g. fair play) and never condone violations of the Laws of the Game, or behaviour contrary to the spirit of the Laws of the Game.
14. Organisers and officials should consistently display high standards of behaviour.
15. Organisers and officials should not use or tolerate inappropriate language.
16. Organisers, team captains and officials must respond quickly to any concern about the welfare of a child or vulnerable adult, by reporting it to the organisers of the event or the Safeguarding Officer or to the Police or Social Services as appropriate.

Appendix 2 - Safeguarding Code of Conduct for Organisers and Volunteers

The Club recognises that its officials, organisers and volunteers involved in chess for children, young people and adults in need have a great opportunity to be a positive role model and help build an individual's confidence. They are expected to:

- Ensure the safety of all children and adults in need by providing effective supervision and proper planning of organised chess activities.
- Consider the wellbeing and safety of participants before engaging in activities such as coaching or organising playing of chess.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people and adults in need fairly and ensure they feel valued and respected. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability.
- Not allow any bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and adults in need and encourage sensible participation in chess activities. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the Club at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Ensure incidents and accidents are recorded in the line with the procedures of the Club. Parents or carers will be informed.
- Never use sanctions that humiliate or harm young people or adults in need.
- Report accidents or incidents of alleged abuse or poor practice to the designated Safeguarding Officer or organiser.

- Administer minor first aid (if appropriate) in the presence of others and where required refer more serious incidents to the designated "first aider" or send for/to medical assistance. Avoid administering First Aid involving the removing of a child's or vulnerable adult's clothing unless in the presence of others.
- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of children, young people and adults in need are enforced.
- Establish and address in advance of the event the additional needs of disabled participants or other vulnerable groups.
- Not abuse children, young people or adults in need physically, emotionally or sexually.
- Not engage in a sexual relationship with a child, young person or vulnerable adult for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people and adults in need.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during direct coaching.
- Avoid taking photos without permission, especially of individuals.
- Not accept or give individual gifts to children, young people or adults in need without permission from parents/guardians/carers.
- Not add minors to their social media accounts or have telephone numbers unless parents have given permission.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances.
- Never taking children or adults in need to their home, hotel bedroom or similar (e.g. for coaching) without the additional presence of a person who is, or is authorised by their parent/guardian, or without explicit parental/guardian consent.
- Plan activities which involve more than one other person being present or at least are within sight or hearing of others where possible. This applies to such activities as one-to-one training and travelling to or from chess events.
- Not have any inappropriate verbal or physical contact (Including suggestive gestures) with/in front of children, young people or adults in need.
- For activities such as coaching chess: Hold appropriate valid qualifications/accreditation and/or have appropriate experience in playing chess or engaging in chess activities with children, young people and adults in need.

Emergency action and first aid

Chess Organisers should be prepared with an action plan in the event of an emergency. This will include as a minimum:

- Access to First Aid equipment and a first aid book and/or other similar resource.
- Plan for actions if no qualified first aider is available.
- Emergency evacuation plan.
- Telephone contact if the participant is a minor for consent and information purposes (although prior consent for minor first aid may also be gained in addition to this).
- Telephone contact to the Emergency Services.