

## Surbiton Chess Club

### Child Protection Reporting Procedure and Miscellaneous

#### Definitions:

- 'SCC' means Surbiton Chess Club.
- 'Procedure' means this document and its contents
- 'Child' or 'Children' means a young person or young persons under 18 years of age.
- 'Activity' means any chess-related activity being undertaken within the purview of Surbiton Chess Club.
- 'Incident' means actual or suspected abuse of a child.
- 'Officer' or SCC Officer' has the meaning as listed in the Schedule.
- 'SO' means the SCC Safeguarding officer as listed in the Schedule.

#### Index:

1. General
2. Incident reporting – Child in care of SCC.
3. Child not collected after end of Surbiton Chess Club Activities.
4. SCC Officers.
5. Record of Changes

#### **1 General**

- 1.1 Safeguarding of children and young people engaged in Activities at the Surbiton Chess Club is the collective responsibility of all members. To this end, all adult members of the Club have a responsibility to report any safeguarding concerns that they may have to an appropriate Officer. In addition, there is a collective responsibility to ensure that children and young people are not left in the unsupervised company of solely one adult at any time during an Activity. In practice, the senior Officer present at an Activity will have an overarching responsibility for ensuring that a sole adult is not left in the company of children and young people. However, should any adult member of the Club find themselves in a position where there is the potential for either them or another adult to be left as the sole adult in the company of children and young people anywhere within the venue, including the toilets, they should first ensure that this does not happen. They should also alert an Officer if there is any potential problem in preventing such a situation from arising.
- 1.2 In the event of an alarm occurring during an Activity, which causes the building to be evacuated, the senior Officer present shall be responsible for escorting the Children to the agreed muster point, ensuring that they are in the presence of another adult, as long as the nature of the circumstances permit. All Officers shall familiarise themselves with the emergency evacuation instructions pertaining to the Club's venue.
- 1.3 If first aid is required to be administered there is a first aid kit in the chess cupboard. First aid should be administered to a child with a minimum of two adults present. If there is any doubt about the severity of the injury dial 999.

1.4 If a child is to be transported to a chess match without an accompanying parent/carer then the following requirements apply:

- a) The express permission (in writing or via email) for the child to be transported must be obtained from a parent/carer.
- b) There must be a minimum of two adults together, accompanying the child.

1.5 A signed register of ingoing and outgoing children will be made at any Activity being conducted on Surbiton Chess Club premises. The senior Officer present shall be responsible for ensuring that all children and young people under the supervision of Surbiton Chess Club have been appropriately signed-out at the conclusion of an Activity.

## **2 Incident reporting – Child in care of SCC**

2.1 If a child in the care of SCC appears to be distressed then he/she will be talked with by the first SCC Officer found who will consult with the parent/carer as appropriate. This activity shall be carried out in accordance with Appendix 1 of the Procedure.

2.2 In the event of an Incident being reported whilst a child is in the care of SCC, the Officer to whom this was reported shall convey this to the SO and all known facts about the Incident given to him/her. The SO shall maintain records of any/all incidents irrespective of whether they were determined as valid or not.

2.3 On determining that an Incident has occurred, the Officer shall communicate with the parent/carer, unless to do so would place the child at an increased risk of harm.

2.4 Irrespective of whether the parent/guardian is informed, in cases where an incident (or suspected incident) has occurred, the Officer shall contact the Kingston Single Point of Access on tel. 020 8547 5008. If the call has to be made out of normal office hours then the Duty Social Worker shall be called on tel. 020 8770 5000.

2.5 Always call 999 in an emergency.

## **3 Child not collected after end of Surbiton Chess Club Activities**

3.1 SCC shall maintain a list of telephone contact numbers and where possible alternative contact numbers of persons responsible for each Child participating in Activities.

3.2 If a Child has not been collected at the end of an Activity, all contact telephone numbers shall be called to locate a responsible person to come to collect the Child. If all efforts fail and the Child has still not been collected within two hours or if the Child is clearly distressed before two hours have elapsed, the Officer shall telephone the appropriate number as per article 2.4 above.

3.3 The SCC may allow a Child to make its own way to and from the Activity provided a written note from the said parent or carer to this effect has been received.

#### **4.0 SCC Officers**

4.1 All SCC Officers are listed on the SCC website under 'Contact and Location':

[www.surbitonchessclub.co.uk](http://www.surbitonchessclub.co.uk)

#### **5.0 Record of Changes**

5.1 Amendment of of articles 1.2 and 1.5, 2.2, 2.4 and new article 1.1. New Appendix 2.

### **Appendix 1 to Surbiton Chess Club CPA Reporting Procedure**

#### **Child Protection Code of Conduct for Officers**

##### **General**

SCC recognises that its Officers involved in chess for children and young people have a great opportunity to be a positive role model and help build an individual's confidence. Officers are expected to:

- Ensure the safety of all children 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 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 classes 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 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/organisation at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents shall be recorded in the line with the procedures of SCC. Parents/carers will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated Safeguarding Officer/ person.
- 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 children'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 or young people are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse children or young people physically, emotionally or sexually.
- Not engage in a sexual relationship with a child or young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example. Avoid taking photos without permission, especially of individuals
- Not accept or give individual gifts to Children and young people without permission from parents/carers
- Not add minors to their social media accounts or have telephone numbers unless parents/carers have given permission.
- Not spend excessive amounts of time alone with children unless there are exceptional circumstances.
- Never take children 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/carer, or without explicit parental/carer 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 or young people.

## **Recognising the signs and symptoms of abuse**

Officers are required to recognise signs and symptoms of abuse.

There are 4 main areas of abuse:

**Physical Abuse**

**Emotional Abuse**

**Sexual Abuse**

**Neglect (intentional and unintentional)**

These are explained below.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- You observe or the child discloses abuse, or describes what appears to be an abusive act.

- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

## Recognising Abuse

**PHYSICAL ABUSE:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**SEXUAL ABUSE:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**NEGLECT:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. protect a child from physical and emotional harm or danger
- c. ensure adequate supervision (including the use of inadequate caregivers)
- d. ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Working Together to Safeguard Children 2018)

## **Advice- Stages of Acting on a Concern**

### **Stage 1**

- The Officer present shall initially talk to a child/young person about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only. Since you are not investigating, do not take photographs of injuries or video the child.
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the SO for safeguarding
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern should complete the proforma available in Appendix 5 of the ECF Child Protection Policy - <https://www.englishchess.org.uk/wp-content/uploads/2020/09/ECF-Safeguarding-Policy-6.0-2.pdf> - and ensure it is signed and dated.
- Respect confidentiality and file documents securely;

### **Stage 2**

- The Officer should take immediate action in accordance with Section 2 of the Surbiton Chess Club Child Protection Reporting Procedure), if there is a suspicion that a child has been abused or likely to be abused.
- Once you have made contact with Children and Young Peoples Service they should within 24 hours of receiving your referral:
  - discuss reasons for the concern with the Officer
  - involve and discuss with appropriate professionals/agencies
  - establish if a criminal offence has been committed and involve the police
  - take into consideration, based on available information, whether there are concerns about the child's health or developments.
  - look at a further enquiry, assessment or take immediate action if necessary
  - consider timescales and how best to undertake it.

NB Parents/carers will need to be informed about any referral to Kingston Single Point of Access Service unless to do so would place the child at an increased risk of harm.

Sometimes concerns about a child may not be about abuse. You may be concerned that a child or family need some help in making sure all the child's needs are met to address a particular problem. Examples of this might be where a child is suffering because of poverty or has a disability and needs extra help. In these instances you can get them help from the Kingston Single Point of Access Services who can use Common Assessment Framework (CAF) as a means of support.

## **Appendix 2 to Surbiton Chess Club CPA Reporting Procedure Online Chess Code of Conduct**

SCC will:

- Seek to ensure that children participating in SCC organised online events are either able to retain their anonymity or are not identified as juniors except where participation in the event is limited to juniors or the publication of details is made clear on entry forms.
- Either disable the group chat facility for online tournaments and events organised by the SCC or seek to monitor chat where it is not disabled.
- Email direct links for joining junior invitational tournaments where feasible and consider using passwords.
  
- Take all decisions regarding children's participation with appropriate reference to their parents and guardians.
- Provide parents and guardians with access to the SCC Child Protection Policy and Reporting Procedures
- Ensure that parents are informed about reporting procedures for breaches.

Parents and Guardians should be encouraged to:

- Understand the protections for juniors offered by the platform on which their children are participating and make use of those facilities where feasible and appropriate.
- Review their child's profile and consider whether any information provided (and which is generally available) might compromise the privacy of their child or provide third parties with the ability to communicate with their child.
- Consider other measures to protect the privacy of the child, such as not permitting "followers" and preventing unmonitored messaging to and from the child.
- Consider exercising the ability to disable chat or other unmonitored communications between the child and other users. If chat is not disabled, parents should strongly consider directly supervising/monitoring such communication.
- Be familiar with online child safety.

All players whether adult or junior will be encouraged to observe minimum standards of behaviour in online clubs or events, including:

- Complying with fair play standards and the rules of platform providers.
- Refraining from inappropriate language.
- Not sending spam or persistent unsolicited messages.
- Not harassing other players or administrators or otherwise acting offensively.
- Not sharing passwords or access to other accounts.

Organisers and administrators should exercise caution and should seek to:

- Communicate with juniors on a one-to-one basis only via their parents.
- Only communicate with juniors on a one-to-many basis via tournament websites, e.g. to inform members of the team or group about a specific upcoming match or tournament for members of that team or group.
- Encourage parents to set their child's account to a child-friendly mode, sometimes called Safe Mode or Kid Mode.
- Avoid one to one messaging with juniors either through an unmonitored platform or social media.
- Either disable chat for juniors or monitor where it is permitted.
- Monitor behaviour standards of both juniors and adults interacting with juniors.

- Apply appropriate sanctions in respect of inappropriate behaviour such as muting a player or excluding them.
- If any examples of abusive behaviour targeted at a junior is identified in SCC tournaments, report this to the SCC Safeguarding Officer.