

## 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 the playing and/ or teaching of chess.
- '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.

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#### **1 General**

- 1.1 In the event of an alarm occurring during an Activity, which causes the building to be evacuated, the Officer in charge shall escort the Children to the agreed muster point. All Officers shall familiarise themselves with the emergency evacuation instructions which are located just inside the front door on the right hand side of the Fircroft building. The assembly area is on the grass at the front of the building. There is access from the back-garden, around the side of the building, to the front so there is no need for multiple muster points. During the evacuation follow the fire exit signs that are throughout the building.
- 1.2 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.
- 1.3 If a child is to be transported to a chess match without an accompanying parent 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.
  - b) There must be a minimum of two adults together, accompanying the child.
- 1.4 A signed register of ingoing and outgoing children will be made at each juniors coaching session.
- 1.5 A responsible adult will be stationed by the building exit towards the end of the juniors coaching session (7:25pm onwards) to ensure no child can exit unaccompanied.

## **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/ guardian 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 this shall be reported to the SO and all known facts about the Incident given to him. 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/ guardian, unless to do so would place the child at an increased risk of harm.
- 2.4 If the child might be placed at an increased risk of harm the Kingston Single Point of Access shall be contacted 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 Junior 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 Activities 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 guardian 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 Addition of articles 1.4 and 1.5 and New article 5.0

## **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 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.
- 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 and young people without permission from parents/guardians
- Not add minors to their social media accounts or have telephone numbers unless parents 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/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 or young people
- The junior coach should hold appropriate valid qualifications/accreditation for activities such as coaching chess and/or have appropriate experience in playing chess or engaging in chess activities with children and 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:** Is 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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Working Together to Safeguard Children 2015)

## 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 a pro-forma and ensure it is signed and dated.
- Respect confidentiality and file documents securely;

## **Stage 2**

- The Officer should take immediate action in accordance with the Surbiton Chess Club CPA Reporting Procedure (hereafter referred to as the 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.