

# Suffolk County Chess Association (SCCA)

## Safeguarding Policy

### Whom to contact in the event of concern

1. SCCA Lead for Safeguarding:  
Bob Jones: [bobjoneschess@btinternet.com](mailto:bobjoneschess@btinternet.com)
2. Local Authority Designated Officer (LADO):  
Telephone: 0300 123 2044  
Email: [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)
3. Police non-urgent call line:  
Telephone: 101

The Suffolk County Chess Association (**SCCA**) operates as the administrative body for chess in Suffolk. The **SCCA** seeks to promote and develop chess. It acknowledges the duty of care to safeguard and promote the welfare of children and young people aged up to 18 years and is committed to ensuring this policy reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances as enshrined in the Children Act 1989. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all children

- have a positive and enjoyable experience of chess in a safe environment
- are protected from harm and abuse whilst taking part in activities organised by the SCCA or affiliated clubs.

It also aims to provide volunteers and other persons participating in chess activities that involve children with the overarching principles that guide our approach to child protection.

The **SCCA** acknowledges that some children, including disabled children and young people, or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our Safeguarding policy the **SCCA** will

- promote and prioritise the safety and wellbeing of children and young people,
- value, listen to and respect children and young people,
- make clear who the designated Lead for Safeguarding is,

- ensure appropriate action is taken in the event of incidents/concerns of abuse and provide support for the individual/s who raise or disclose the concern,
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- ensure robust child protection arrangements and procedures are in operation;
- share concerns with agencies who need to know, involving parents and children as necessary.

This policy will be available on Suffolk Chess websites and will apply to all persons who operate within the framework of the **SCCA**. The policy will apply where adults are in a position of trust. Examples could include:

- Team captain with child under 18 in their team;
- Person providing transport for child under 18;
- Person organising youth teams;
- Private coaching;
- Operation of junior chess club;
- Junior online chess clubs.

Clubs affiliated to the **SCCA** will be required to follow this policy unless they have their own acceptable Safeguarding Policy in place. Clubs will be asked to declare whether they operate their own Safeguarding policy, or will follow the SCCA policy.

An affiliated club opting to operate a separate policy will be required to share their policy with the SCCA Lead for Safeguarding, who will review the policy and advise if it is suitable. If it is considered not to be suitable then the club will be required to follow the SCCA policy. Any dispute will be referred to the SCCA Committee.

All SCCA affiliated clubs are required to have a nominated Safeguarding Officer as per the ECF Safeguarding Policy.

## **Monitoring**

The policy will be reviewed annually at the **SCCA** Annual General Meeting, and in the following circumstances:

- changes in legislation and/or government guidance;
- as a result of any other significant change or event.

**Date of last Review: 2nd July 2025**

## 1. Safeguarding Children/Child Protection

Safeguarding in this document means the process of protecting children and young people up to the age of 18 from harm. Harm can include deliberate abuse, neglect (deliberate or not), bullying, exclusion and prejudiced attitudes. Child protection is part of safeguarding and is the process of protecting individual children who are identified as suffering or likely to suffer significant harm. The policy concentrates on the latter but acknowledges the principles of the former.

Safeguarding involves assessment of risk to a child/children. One part of this is deciding whether a Disclosure and Barring (DBS) check is required or whether other safeguarding measures put in place are sufficient.

The **SCCA** recognises that persons may work in schools teaching chess and assisting with clubs and advises that in such circumstances those volunteers should follow the school's policies and procedures.

There shall be a person within the **SCCA** who shall be the nominated 'Lead for Safeguarding' (see Appendix 3).

## 2. Recognising the signs and symptoms of abuse

There are four main areas of abuse, which shall be recognised by all involved in chess activities within the framework of the **SCCA**:

- **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.

Possible signs of abuse may 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.

### **3. Becoming aware of a safeguarding issue**

Signs of safeguarding issues may include:

- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a written report is made regarding the serious misconduct of a worker towards a child or young person;
- an incident is witnessed;
- a police charge is made.

No safeguarding issue will be ignored or dismissed as "minor".

### **4. Acting on a safeguarding issue**

Overview of actions if there are concerns about the welfare of a child:

#### **a) Is the child in immediate danger or are they injured?**

1. If yes - Contact the emergency services 999.

#### **b) Report the concern:**

It is important that there should be no delay in contacting either the Social Services or the police if someone thinks a crime may have been committed. Any individual can do this, 24 hours/day, it does not have to be the SCCA Lead for Safeguarding.

If it is not thought that a crime has been committed but there is concern for a child's welfare, then the issue should be reported to the SCCA Lead for Safeguarding at the earliest possible opportunity.

#### **c) Ensure you keep a record of your concern and how you reported it (see form at appendix 4).**

This form is completed by the person raising the concern. All information recorded is confidential. Please note that parents/carers should not be spoken to if the discussions may put the child at risk of harm.

#### **d) Acting on a Concern**

See Appendix 5.

### **5. Allegations**

If an allegation of abuse is made against an individual, it shall immediately be reported to Lead for Safeguarding. If the allegation is about the Lead for Safeguarding, then the it shall be reported to the **SCCA** Chairman.

### **6. Recording and managing confidential information**

A form for recording concerns/allegations of abuse, harm and neglect shall be completed by the person raising the concern, is included in Appendix 4. This form should be completed at the earliest available opportunity.

Records relating to child protection include:

- DBS or similar statutory disclosure checks;
- Child Protection training undertaken;
- Incident records;
- Correspondence related to Child Protection;
- Changes and outdated versions of the Child Protection Policy.

Records shall be maintained safely and securely.

#### **Confidentiality**

Children and young people have a right to confidentiality unless the organisation considers they could be at risk of abuse and/or harm. The legal principle is that the "welfare of the child is paramount". Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child's safety has to come first. Legally, it is perfectly acceptable to share information if someone is worried about the safety of a child but only people who **need** to know should be told.

## Appendix 1

### Disclosure and Barring Service (DBS) Checks Guide

DBS checks provide information about a person's criminal history. It is only one part of the safeguarding process and only certain activities and posts are eligible for checks. Organisations should assess the risk carefully and determine whether other safeguarding measures are sufficient protection before requesting a DBS check.

An enhanced DBS check discloses information about spent and unspent convictions, cautions, reprimands and warnings from the Police National Computer as well as local police forces. If the role involves "Regulated Activity" (see later), it can also involve a check against lists of people barred with working with children and vulnerable adults. The DBS "[A guide to eligibility for DBS checks](#)" gives an overview of determining eligibility. However you will find a simpler breakdown of this guide below and links to help you to decide if the role of the individual includes regulated activity and requires a DBS check. The **SCCA** recommends that you click on the links as they give valuable advice.

Any queries about the DBS system should be addressed to the SCCA Lead for Safeguarding.

#### Assessing whether a DBS check is required

The person being considered for a DBS check should be **16yrs or older**.

##### Will the role involve any of the following?

Teaching, training, supervising, advising, treating/transporting or caring for children?

**AND**

Will this occur once a week or more **OR** 4 or more days in a 30 day period **OR** Overnight between 2am and 6am?

**OR**

##### If the answer is NO

##### Will the role occur in any of the following places?

Schools/Pupil Referral Units/Childcare Premises/Residential Children's Care Homes/Children's Hospitals/Children's Detention Centres/Children's Centres in England?

**AND**

Will this occur once a week or more **OR** 4 or more days in a 30 day period **OR** Overnight between 2am and 6am?

**AND**

Will there be opportunity to have contact with children in the course of his/her duties at the specified establishment?

You **MUST NOT** request an Enhanced DBS check unless the role qualifies for a DBS Barred List check because it is regulated activity. (See below for regulated activity). *It is illegal to apply for a check unless the role is eligible for one.*

## If the answer is YES

This role is 'work with children'. You **MAY** request an Enhanced DBS check. You should also consider whether the role includes undertaking "Regulated Activity" (see below)

## Regulated Activity

"Regulated Activity" is work a person who appears on the DBS barred list is prohibited from doing and includes unsupervised contact with children. When carrying out regulated activity, it is necessary that there is regular supervision by another person who is themselves involved in regulated activity. See the Department for Education's guidance on supervision, available via <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring>

Please click on [this link](#) for a simple guide to determining if the role is regulated activity. If you need more specific advice please click [on this link](#).

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on Regulated Activity in relation to Children: scope.

*It is a criminal offence for organisations to employ a person or recruit a volunteer who appears on the child DBS barred list, to undertake "Regulated Activity" with children if they are barred from working with them. It is also a criminal offence for a person to seek or engage in activities from which they are barred.*

## Applying for a DBS

A DBS check can be applied for via the ECF office if the applicant is eligible. Volunteers are not charged by the DBS but the umbrella group that runs the service makes a modest charge. Those who undertake their role in a paid capacity, such as some coaches, have to pay the DBS for a check to be carried out.

DBS certificates have very limited transferability between organisations and different checks may be required for different roles. Therefore, the **SCCA** recommends that those applying for a DBS join the DBS Update Service (this service is free for volunteers) as this will mean that the DBS is transferable between organisations and is automatically updated. This means that future applications for a DBS certificate will not be required.

## **Posts in the SCCA that may require an Enhanced DBS Check**

There are a number of posts which are very likely to involve a considerable degree of unsupervised contact with children. In general the type of work will involve regularly caring for, supervising, training, communicating with or being in sole charge of these children and young people. Persons in the following positions will be required to undergo a Disclosure and Barring Service (DBS) clearance if they meet the eligibility criteria and to provide suitable references –

- Suffolk Junior Chess Organiser;
- Lead for Safeguarding;
- Chess Coaches in a position of trust;
- Other roles which involve contact with children and young people.



## Appendix 2

### Suffolk County Chess Association Child Protection Code of Conduct

The **SCCA** recognises that volunteers involved in chess for children and young people have an opportunity to be a positive role model and help build an individual's confidence. Volunteers acting for the **SCCA** 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 to be recorded in the line with the procedures of the ECF. 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 Lead for Safeguarding;
- Administer minor first aid (if appropriate) in the presence of others and where required refer more serious incidents to a designated "first aider" or send for/to medical assistance. Avoid administering First Aid involving the removing of children's clothing unless necessary and in the presence of others;
- Have access to telephone for immediate contact to emergency services if required;
- 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;
- 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 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 authorised by their parent/guardian, or without explicit parental/guardian consent;
- Not have any inappropriate verbal or physical contact (Including suggestive gestures) with/in front of children or young people.

### **Emergency Action and First Aid**

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

- Access to First Aid equipment;
- Plan for actions if no qualified first aider is available;
- Telephone contact if the participant is a minor for consent and information purposes;
- Telephone contact to the Emergency Services.

## Appendix 3

### Lead for Safeguarding - Role Description

**Organisation:** Suffolk County Chess Committee

**Reports to:** SCCA committee

**Grade:** Voluntary Position

**Requirement:** Appointment is subject to a satisfactory enhanced DBS check if eligible and references. Legal background or safeguarding experience is highly desirable.

**Purpose:** To ensure that the **SCCA** has appropriate arrangements for keeping children and young people safe. To promote the safety and welfare of children and young people.

**Responsibilities:**

- Ensure that everyone involved with the **SCCA** has access to the Child Safeguarding Policy and procedures and is aware of what they should do if they have concerns about a child.
- Receive, record and report information from anyone who has concerns about a child who attends an **SCCA** event;
- Advise and support staff and volunteers on safeguarding/child protection;
- Undertake annual monitoring and review of the policy and discuss updates with the **SCCA** committee;
- Consult with, pass on information to, and receive information from statutory child protection agencies such as the local social care department and police. This includes making formal referrals to those agencies if required;
- Advise on whether DBS checks should be carried out and administer this process;
- Report to **SCCA** committee annually and support review of Child Protection Policy;
- Be familiar with issues relating to child protection and keep up to date with developments.

## **Appendix 4**

### **Form for recording concerns/allegations of abuse, harm or neglect**

**To be completed by the person with the concern**

**Only fill in details that you know - do NOT investigate**

Date and time of incident/disclosure	Name of your organisation/club/group		
Name of child	Date of birth	Age	Gender
Name of parent/guardian of child	Contact details (if known)		
Are you a) reporting your own concerns or b) responding to concerns raised by someone else? (delete as appropriate)	Name & role of person raising the concern:  Contact details		
Names and details of anyone alleged to have caused the incident or to be the source of any concerns	Names and details of anyone who has witnessed the incident or who shares the concerns		
Please provide details of the incident or concerns you have, including times, dates, description of any injuries			



## Appendix 5

### Advice - Stages of Acting on a Concern

#### Stage 1

- Initially talk to the 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 organisation's Lead 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 pro-forma and ensure it is signed and dated;
- Respect confidentiality and file documents securely.

#### Stage 2

- The Lead for Safeguarding should take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Lead for Safeguarding should contact the Children and Young Peoples Service or police;
- Once contact has been made with the Children and Young Peoples Service, within 24 hours of receiving your referral, they should:
  - discuss reasons for the concern with the referrer;
  - 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 Children and Young People's 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 Children and Young Persons Services who can use Common Assessment Framework (CAF) as a means of support.

## **Appendix 6**

### **Photography and Videos**

When taking photographs and videos for publication on the internet and in other media, it is necessary to gain parental permission prior to the use of these images / video, and preferably prior to the recording of the images / video.

Ensure parents understand that you will be taking photos or video footage and be clear about how they may be used. If in doubt, always advise that they may be published on the internet.

Be wary of adults who take photos who do not appear to be with any children as parents or carers.