



Bury Knights Junior Chess Club

Child Protection Policy

December 2005

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Child Protection Policy

Responsibilities

Bury Knights Junior Chess Club (“The Club”) fully recognises its responsibilities for child protection. Every young person involved with the Club has a right to play chess in a safe and enjoyable environment, protected from all forms of abuse.

This policy sets out principles, procedures and a Code of Conduct which will be made known to all coaches, parents and volunteers who assist either with coaching, or with general administrative tasks, during Club meetings. It also applies to any coaching activities that are undertaken outside of Club meetings.

Guiding Principles

- The welfare of the child is paramount;
- All children have the right to protection from abuse, irrespective of age, culture, disability, gender, language, racial origin, religious belief or sexual identity;
- The Club has a duty of care to safeguard all children who are members of the Club, or who are considering joining the Club.
- All suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Types of abuse

Abuse of children may fall into one of four categories:

- **Physical** This may include hitting, shaking or squeezing.
- **Emotional** This may include unrealistic pressure being placed on children by a coach or parent, repeated bullying to perform to high expectations, shouting, reducing to tears, or other forms of verbal abuse.
- **Neglect** This may include a child being ignored or not being looked after properly. It includes ignoring a child’s needs.
- **Sexual** This may include inappropriate touching or words, or unnecessary proximity to children. The Club recognises that, as a children’s club, there is a possibility that people may have sexual motives for seeking voluntary work.

Positive actions

The Club will:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- ensure children know that there are adults at the Club whom they can approach if they are worried;
- maintain a behaviour policy which is aimed at supporting vulnerable children;
- have a designated person for child protection who has received appropriate training and support for this role, and ensure that all coaches, parents and volunteers are made aware of the name and contact details of this designated person;
- ensure all coaches and volunteers understand their responsibilities, and are alert to any signs of abuse;
- ensure all communication, whether by letter, telephone, text or email, are with parents, not with children;
- maintain written records of incidents and any concerns expressed, keeping these securely;
- follow agreed procedures where an allegation is made against a coach, parent or volunteer.

Code of Conduct

At each Club meeting:

- An English Chess Federation accredited coach will be present, who will be required to undertake a satisfactory check with the Criminal Records Bureau;
- There will be at least two adults present at all times, one male and one female;
- Doors will be kept open in rooms where coaching is taking place, unless there are two adults present;
- There will be one adult in the central area of the Year 5 Block who will supervise the entrance door and children's toilet area, as well as ensuring the good behaviour of those children not currently playing chess;
- Should any circumstance arise where supervision of the entrance door is not possible, the door will be locked from the inside to prevent unauthorised admission;
- Children may not leave the school during the Club meeting and must remain indoors until collected;
- Adults, including any parents present, will use staff toilets;
- If a child needs assistance for any reason in the toilet area two adults must be present unless the situation is life-threatening;
- There will be no physical contact between adults and children except in exceptional circumstances to prevent harm either to themselves or another;
- Coaching will be delivered through calm, positive instruction, rather than criticism, ridicule or bullying;
- Any incidents involving injury or illness will be recorded in the events book. Reports of abuse will be recorded in a separate, controlled document.

Procedures

- 1 If a child talks to a coach or volunteer about possible abuse, the following procedures should apply. The coach or volunteer must:
 - react calmly, remembering that the child may be frightened or anxious;
 - assure the child that he or she is not to blame and was right to tell;
 - listen carefully and take what the child says seriously;
 - encourage the child to talk, without any pressurising;
 - not allow shock or distaste to show;
 - not speculate or make assumptions about what might have happened;
 - not comment about the alleged abuser, or confront that person in the presence of the child;
 - not ask direct questions (avoid ‘who?’, ‘what?’, ‘when?’, ‘where?’);
 - ask no more questions than are necessary to ensure that the child is clear enough about what has happened to be able to pass on the child’s concerns;
 - reassure the child but do not promise confidentiality; explain that you will have to speak to someone else who can help;
 - make a detailed note of what has been said, using an Incident Report Form, and pass on the completed form as soon as possible to the Club’s designated Child Protection person.
- 2 If possible abuse is observed or heard by a coach, parent or volunteer, the Club’s designated Child Protection person must be advised immediately.
- 3 If a parent reports possible abuse to a Club official, a prompt investigation will take place and any person accused of abuse will not be allowed to coach children until satisfactory determination of the allegation has been reached.
- 4 Any photographs taken of children will only be displayed on the Club web site or in a newsletter with the written permission of their parents.
- 5 If a child is not collected at the normal time by a parent or guardian, the following will apply:
 - The child will not be left alone; a minimum of two adults will remain with the child at all times;
 - Every reasonable effort will be made to contact the parent or guardian by telephone;
 - If possible and practicable, an adult will call in person at the child’s home, but this will not be possible if two adults cannot remain with the child;
 - If 30 minutes after the normal collection time (i.e. 8.30 pm) the child has still not been collected, the adults present may at their discretion contact the Police and/or Social Services Department.
 - Under no circumstances will a child be taken to a coach’s home.

In order for this policy to work effectively, parents must keep the Club informed of current contact details, including address, home and mobile telephone numbers. If parents know that they cannot be contacted, either during Club meetings or thereafter, the details of a responsible adult must be supplied.

- 6 The following telephone numbers should be used in case of emergency:

Police:	01473 613500
ChildLine:	0800 1111
Social Services:	08456 023023