



## Banbury Chess Club Child Protection Policy Statement

**Banbury Chess Club** 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 safeguarding practice 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 and child centred environment
- are protected from harm and abuse whilst participating in chess or outside of the activity.

Banbury Chess Club 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 Banbury Chess Club will:

- promote and prioritise the safety and wellbeing of children and young people
- value, listen to and respect children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- make clear who the designated Lead for Safeguarding and Safeguarding Officer is/are and their roles.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to 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
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation
- share concerns with agencies who need to know, involving parents and children appropriately.

### *Legal framework*

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely: Children Act 1989  
 United Convention of the Rights of the Child 1991  
 Data Protection Act 1998  
 Sexual Offences Act 2003  
 Children Act 2004  
 Protection of Freedoms Act 2012

Relevant government guidance on safeguarding children including: Working Together to Safeguard Children (2018 and 2019).

### *Monitoring*

The policy will be reviewed annually by the lead safeguarding officer and reported to the Banbury Chess Club Committee or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board
- as a result of any other significant change or event.

**The Banbury Chess Club Child Protection Policy is approved**

**and Signed on Behalf of the Committee: G Jackson**

**Date: 31<sup>st</sup> August 2025**

**Name and Designation of Signatory:**

**Gary Jackson, Club Chairman**

**Date of last Review: 30 /08 / 2025**

**Date of Next Review: 30 /08 / 2026**

# Policy Procedures

## 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. This policy concentrates on the latter but acknowledges the principles of the former.

Safeguarding involves assessment of risk to a child/children. Where a DBS (Disclosure and Barring Service) Check is not required an organisation should consider other measures such as following the code of conduct.

Each organisation must have a Lead for Safeguarding. Working Together 2015 stipulates that one of the key responsibilities of organisations working with children is “a senior board level lead to take leadership responsibility for the organisation’s safeguarding arrangements”. There must be a clear line of accountability for the provision of services designed to safeguard and promote the welfare of children. In addition there must be a Safeguarding Officer who has responsibility for providing advice and support to other volunteers and members, and ensuring that safeguarding children remains a priority at Banbury Chess Club.

The Lead for Safeguarding for Banbury Chess Club is:

Name: Mr. Paul Rowan

Contact: [paulrowan4@aol.co.uk](mailto:paulrowan4@aol.co.uk) and [info@banburychessclub.co.uk](mailto:info@banburychessclub.co.uk)

## 2. Recognising the Signs and Symptoms of Abuse

Club 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)

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.

### 3. Becoming aware of a safeguarding issue

Banbury Chess Club recognises that there are many ways that an organisation or individual may become aware about a child or young person's safety. For example:

- 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

It is important that allegations are treated seriously and the Banbury Chess Club procedure includes recommendations to English chess based organisations:

*Overview of actions if you have 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 Safeguarding Officer.**

**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 safeguarding officer within 24 hours as per below.**

1. If the issue arises during a Banbury Chess Club event report the concerns to the designated safeguarding officer who will contact the local Children's Social Care Services (Social Services) for advice or to make a referral and follow up with a

written report within 24 hours. If the safeguarding officer is not available the organiser or the individual raising the concern must do this.

2. If the issue arises at any other time or event report the concerns to your organisation's safeguarding officer who will contact the local Children's Social Care Services (Social Services) for advice or to make a referral in the first instance and follow up with a written report within 24 hours. If the safeguarding officer is not available the organiser or the individual raising the concern must do this.
3. If there is no one else available to help, contact the police 101.

*c) Ensure you keep a record of your concern and how you reported it*

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.

## 5. Management and supervision of members or volunteers

Members and volunteers will know who their safeguarding officer is and how to contact them if they have a concern (see section 1).

Members and volunteers should be advised that they must follow their organization's Child Protection Code of Conduct.

Members and volunteers will be advised that they are expected to make themselves aware of the organisation's child protection/safeguarding policy. They will be provided with a copy of the policy or given electronic access to it. A record should be kept that the copy/advice has been given.

## 6. Allegations against members or volunteers

If an allegation of abuse is made against a member or volunteer it should be reported immediately to the safeguarding officer.

In all cases the Local Authority Designated Officer (LADO) should be involved in the immediate discussion with the safeguarding officer or the alternative official to confirm next steps. The LADO should be made aware of the incident within one working day.

The police and/or Children Social Work Service investigation takes precedence and no internal investigation may take place until the organisation has been advised they may do so by the LADO or police. When an internal investigation is undertaken, consideration should be given to the operation of disciplinary procedures. In most circumstances the options available for the organisation are:

- no further action
- immediate suspension
- dismissal
- discontinue the use of the service.

## 7. Recording and managing confidential information

### *Records relating to child protection may include:*

Safe recruitment documentation such as employment and engagement applications, references, identity verification, records of DBS or similar statutory disclosure checks.

The safeguarding/child protection policy and any revisions, records of distribution to or receipt of the policy, records of any protection policy training offered or received.

Accident records, incident records, records of concerns/allegations of abuse, harm and neglect (including actions taken such as referrals, assessments, plans and support), correspondence related to child protection.

### *Storage of records*

Some best practice advice for when considering the storage of records:

- Information about concerns, allegations, and referrals should not be kept in one 'concern log' rather information or items relating to individuals need to be kept in separate files.
- Records of referrals to the Social Services and Police will be kept by those organisations
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.
- If records are stored electronically then password-protect those records, which only limited staff should have access to.
- Records are kept for an appropriate period from adoption of the policy.

### *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.

## 8. Distributing and reviewing the policy

The policy will be freely available to all members. It will be displayed on the Banbury Chess Club website [www.banburychessclub.co.uk](http://www.banburychessclub.co.uk) and members will be made aware of this, its location and how to access it so that they can disseminate the information. A photocopy of the policy will be available from Banbury Chess Club on request.

The policy will be reviewed annually by Banbury Chess Club designated Safeguarding Officer signed by a member of the Banbury Chess Club Committee. In line with best practice a young person may be invited to be involved in the review.

