

WARRINGTON AND
DISTRICT CHESS
LEAGUE
SAFEGUARDING
POLICY

Warrington and District Chess League Safeguarding Policy

The Warrington and District Chess League (hereinafter the 'League') organises team and individual chess competitions in Warrington and the surrounding districts. The League seeks to promote and develop chess. It recognises the importance of safeguarding and promoting the welfare of children and young people aged up to 18 years and of vulnerable adults. It is committed to ensuring that safeguarding practice reflects statutory responsibilities, as well as government and ECF guidance, and complies with best practice.

The League recognises that the welfare and interests of children and young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all children, young people and vulnerable adults:

- have a positive and enjoyable experience of chess in a safe and sociable environment;
- are protected from harm and abuse whilst travelling to and from, and participating in chess events.

It also aims to provide staff and volunteers with the overarching principles that guide our approach to safeguarding. The League acknowledges that some children, young people and vulnerable adults can be subject to abuse and recognises the need to take reasonable and appropriate steps to ensure their welfare at stand-alone League-organised events. With respect to safeguarding at such events, the League will seek to:

- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults;
- value, listen to and respect children, young people and vulnerable adults;
- ensure that 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, young people and vulnerable adults; • make clear who the designated Lead for Safeguarding and the Safeguarding Officer are, and explain their respective roles;
- ensure that 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 that robust safeguarding arrangements and procedures are in operation; • share concerns with relevant agencies, involving parents and children appropriately.

This approach will be followed as far as is practicable for everyone involved in stand-alone League-organised events, including its officers. It will also be promoted to all member clubs of the League. Failure to comply will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation, as appropriate.

League Safeguarding Personnel

The League will appoint a Lead Officer for Safeguarding. The responsibilities of the Lead Officer will be in accordance with the role description given in Appendix 3.

The League will reimburse any reasonable expenses for the Lead Officer in respect of safeguarding training.

League guidance for member clubs

Caveat: The responsibility for any incident/concern during club meetings/club matches (including those played at neutral venues) lies with the Club Safeguarding Officer or Captain of the participating club, and not with the League Safeguarding Officer.

The League recommends that each member club:

- (i) has a Safeguarding Policy, based on the relevant legislative and ECF guidance as far as practicable; but which also takes account of the policies of the management of the premises in which it meets;
- (ii) appoints a Safeguarding Officer. They should read and be familiar with relevant ECF guidance and this League Statement;
- (iii) informs the League Secretary of the identity of its SO and any subsequent change, together with contact information;
- (iv) notifies its members of the requirement promptly to report any relevant incident to the Club's SO (or to the police, in the event of an emergency or imminent threat to a child, young person or vulnerable adult). If the SO is unavailable on the day the incident occurs, reporting shall be either to a previously designated alternative, or to the SO as soon as practicable;
- (v) makes available, within the clubroom, a copy of its Safeguarding Policy and the contact details of its SO;
- (vi) ensures that a child or young person travelling to an away match or event is accompanied by a parent/carer or person acting *in loco parentis*. The parent/carer or person acting *in loco parentis* shall be responsible for the welfare of the child or young person at all times whilst travelling or at the match or event. The home club or organiser of the event shall be entitled to enquire who is acting as the parent/carer or person acting *in loco parentis* before play commences or at any time whilst the child or young person is at the match or event.

Legal framework

This statement has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012 and relevant government guidance on safeguarding children including:
- Working Together to Safeguard Children (2015).

Monitoring

The statement will be reviewed annually at the league AGM, or in the following circumstances:

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

Distributing and reviewing the policy

This policy will be freely available on the Safeguarding section of the League Website.

The policy will be available electronically via the internet or as a downloaded file.

The policy will be reviewed annually by the Lead Safeguarding Officer and League Committee Officers. The outcome of the review will be reported to the League Committee for comment prior to update.

The League Safeguarding statement is approved by the Annual General Meeting of the League

Signed:

Date: / /

Name and Designation of Signatory:

Date of last Review: / /

Date of next Review: / /

Signature: (On behalf of the League AGM)

Appendices Overview

The Appendices provide further Policy information, Resource and Guidance as follows:

- ([Appendix 1](#)) WDCL Code of Conduct - Code of Conduct to be followed by Officers at ECF events
- ([Appendix 2](#)) WCDL Safe Play Policy – Policy to support player safety at events including reporting process.
- ([Appendix 3](#)) WDCL Lead Officer for Safeguarding Role Description
- ([Appendix 4](#)) Form for recording concerns/allegations of abuse, harm or neglect
- ([Appendix 5](#)) Advice, Stages of Acting on a Concern
- ([Appendix 6](#)) Disclosure and Barring Service (DBS) Checks Guide
- ([Appendix 7](#)) Considerations in allegations against WDCL members
- ([Appendix 8](#)) Whistleblowing.
- ([Appendix 9](#)) Photography and videos.
- ([Appendix 10](#)) Template for a Club Safeguarding Policy.
- ([Appendix 11](#)) Template Role Description for a Club Safeguarding Officer.

Appendix 1 - WDCL Code of Conduct - Code of Conduct to be followed by Officers at ECF events

League Code of Conduct

Code of Conduct

- Ensure the safety of all members by providing effective supervision and proper planning of organised chess activities.
- Consider the wellbeing and safety of participants
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all people fairly and ensure they feel valued and respected. Have no favourites.
- Encourage all members not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Do not allow any bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all members 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 League at all times.
- Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents are to be recorded in line with procedures. Parents will be informed.
- Never use sanctions that humiliate or harm members.
- Report accidents or incidents of alleged abuse or poor practice to the designated Safeguarding Officer/ Team Captain.
- Administer minor first aid (if appropriate) in the presence of others and where required refer more serious incidents to a qualified "first aider" or send for medical assistance. Avoid administering First Aid involving the removal of children's clothing unless in the presence of others • Have access to a telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of all members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Do not engage in a sexual relationship with a person, young or vulnerable person for whom you are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of all people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.

- Be a role model
- Do not accept or give individual gifts to/from children, young people and vulnerable adults without permission from parents/guardians/carers
- Do not add juniors/vulnerable adults to your social media accounts or have telephone numbers unless parents/guardians/carers have given permission.
- Do not spend excessive amounts of time alone with juniors/vulnerable adults
- Never take juniors/vulnerable adults to your home, hotel bedroom or similar (e.g. for coaching) without the additional presence of a person who is authorised by their parent/guardian/carer, or without explicit parental/guardian/carer consent.
- Do not have any inappropriate verbal or physical contact (including suggestive gestures) with/in front of children, young people or vulnerable adults
- Hold appropriate and valid qualifications or accreditation or have appropriate experience in playing chess or engaging in chess activities with children, young people or vulnerable adults

Emergency action and first aid

- Access to First Aid equipment and a first aid book and/or other similar resource
- Plan for actions if no qualified first aider is available
- Emergency evacuation plan
- Telephone contact if the participant is a minor for consent and information purposes
- Telephone contact to the Emergency Services

The Event Organiser will be responsible for producing the action plan, which is subject to approval by the Safeguarding Lead

Online Chess

Online chess raises specific areas of concern. In recognition of this, Warrington and District Chess League has established a Safeguarding Statement.

Online Safeguarding Statement:

- The League recognises that online play is a significant feature of chess for all, including children and vulnerable adults.
- The League seeks to facilitate and encourage children to be involved with on line chess in a manner which allows them and their parents to be more confident about their online safety in ECF online events
- The League recognises that there are a number of different and specific safeguarding hazards in relation to the use of the internet.
- As with its overall policy, the wellbeing of all participants is paramount.
- The overall reporting framework and the processes for recording and managing safeguarding issues apply equally to online chess activity.

- Measures will be taken to reduce safeguarding risks for online chess events and all social media communications
- Parents and guardians should be encouraged to exercise suitable parental controls for junior accounts in League clubs
- The League will respond appropriately to issues raised by juniors or parents in accordance with the reporting framework and reporting processes set out in the safeguarding policy.
- The League will so far as practicable, limit the publication of names of minors to results and grading/rating data

Further League Engagement

The League will engage with stakeholders in relation to its policy. Stakeholders include parents, schools, chess team managers, congress directors, arbiters, league secretaries and chess clubs.

- Respect and listen to the opinions of all people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model
- Do not accept or give individual gifts to/from children, young people and vulnerable adults without permission from parents/guardians/carers
- Do not add juniors/vulnerable adults to your social media accounts or have telephone numbers unless parents/guardians/carers have given permission.
- Do not spend excessive amounts of time alone with juniors/vulnerable adults
- Never take juniors/vulnerable adults to your home, hotel bedroom or similar (e.g. for coaching) without the additional presence of a person who is authorised by their parent/guardian/carer, or without explicit parental/guardian/carer consent.
- Do not have any inappropriate verbal or physical contact (including suggestive gestures) with/in front of children, young people or vulnerable adults
- Hold appropriate and valid qualifications or accreditation or have appropriate experience in playing chess or engaging in chess activities with children, young people or vulnerable adults

Appendix 2 - WDCL Safe Play Policy

(i) Policy

The League is opposed to all forms of misconduct at chess events and chess related activities including sexual misconduct, bullying, harassment, discrimination, emotional abuse, or physical violence. We are committed to ensuring that chess is a safe and welcoming place for everyone and will implement preventative measures together with an effective reporting and support procedure for victims, and proportionate sanctions for those found to be in breach of the guidelines.

(ii) Scope of Guidelines

The guidelines apply to players, spectators, tournament organisers, arbiters, coaches and support staff at all League Events and League chess related activities. We encourage affiliated clubs, leagues and congresses to adopt similar guidelines for their events.

(iii) Prohibited Conduct

The following types of conduct are specifically prohibited at League events or chess related activities:

- Sexual Misconduct including inappropriate contact, harassment, assault and abuse particularly, but not limited to, misconduct involving minors.
- Bullying of a physical, verbal, social (including cyber-bullying) or sexual nature. Any form of physical threat or violence.
- Harassment – repeated insulting or abusive behaviour
- Discrimination – unjust or prejudicial treatment of people on grounds of race, gender, disability, age, or sexual orientation
- Emotional Misconduct - controlling behaviour designed to embarrass, shame or otherwise manipulate.

(iv) Preventative Measures

The League will require appropriate screening and safeguarding training for Tournament Organisers, Arbiters and event staff for League events where these individuals are likely to come into contact with minors on a regular basis. The League will also promote broader training in identifying and handling cases of misconduct for those involved in running League events and activities.

(v) Reporting & Responding

The League encourages any person who has credible information about alleged misconduct that conflicts with the guidelines to report the alleged misconduct as described in this section. Credible information includes first-hand knowledge or reliable information from a knowledgeable third party.

A. Reporting

Persons who have been offended against or those who have witnessed forms of prohibited conduct should report it to the Club Safeguarding Officer by any of the methods described below:

- (a) Email: Emails covering forms of conduct addressed in the Guidelines can be sent to the Club Safeguarding Officer.
- (b) Misconduct Reporting Form (See [Appendix 4](#)): Reporting may be done at the time of, or shortly following, the event. Reports can be made with the person reporting providing their name in confidence, or anonymously. Anonymous reporting will be accepted but will of course limit the League's ability to investigate and/or respond to the information provided. Messages submitted will be received and handled by the Club's Safeguarding Officer and will be treated in confidence respecting the privacy of all parties involved.

Please note that knowingly false, malicious or vindictive reports of misconduct are prohibited and may violate applicable laws or civil defamation laws. A person who knowingly submits a false report may be subject to sanctions as well as any applicable legal recourse.

Note also that alleged violations of the guidelines are not the same as other forms of player misconduct — e.g. cheating or violations of the Rules of Chess or Event Regulations - which have separate and different reporting procedures —usually to the Chief Arbiter or Organiser for the event.

B. Responding On-Site to an Incident

Where an Event Organizer or member of the Event Staff witnesses or becomes aware of potential misconduct—whether reported or not—the organiser or senior officer with safeguarding responsibility will proceed as below in line with League safeguarding guidelines.

- (i) Control the Situation. Protect and support the victim. When an incident occurs, the organiser or senior officer's first responsibility is to take all reasonable measures to ensure the person or persons targeted is/are safe and protected from further possible abuse. The organiser/ senior officer shall take reasonable measures to ensure no further contact occurs between the victim(s) and the alleged perpetrator(s) at the event including physical, visual (eye), or verbal contact, or through a surrogate, or by electronic means (e.g., text messaging, email, etc.). Where the victim or accused individual is a minor, the League shall proceed as set out in the WDCL Safeguarding procedures including contacting parents or guardians unless the circumstances surrounding the allegations reasonably suggest otherwise.
- (ii) Contact Local Authorities and/or Police. After ensuring the victim is protected and informing parents/ guardians where appropriate, the organiser/ senior officers shall determine whether there is an obligation to report the incident to local authorities (e.g. the Local Authority Designated Officer for safeguarding issues) or the Police. A decision to report to Local Authorities or Police will depend on the severity of the case and applicable law. If Local Authorities or Police intervene or otherwise act on the case the organiser or Team Captain shall cooperate with any enquiries and follow any specific instructions provided. The organiser or Team Captain shall obtain contact information for first-hand witnesses, victim(s), and the victim's coach, parents, or guardian.
- (iii) The organiser or Team Captain should then provide the victim (or parents or guardian where relevant) with details of how to file a complaint.

- (iv) Record details and report the Incident to the League Lead Officer for Safeguarding. Once the situation is under control and local authorities and police notified if relevant, the organiser or Team Captain shall record details of the case on a League incident reporting form (as per the Safeguarding procedures) and notify the League Lead Officer for Safeguarding.

C. Responding to reports raised retrospectively

- (i) Retrospective reports will be directed to the Club Safeguarding Officer/Team Captain who will protect and support the person reporting the incident in line with League safeguarding procedures and while further investigation is being carried out.
- (ii) The Club Safeguarding Officer will gather further information as appropriate to support an investigation of the case.
- (iii) As with reports raised during an event the League will determine whether there is an obligation to report incidents raised during or after an event to local authorities (e.g. the LADO for safeguarding issues) or the Police and cooperate with any resulting enquiries.

C. Record Keeping

- D. The League shall keep appropriate records of reported cases in line with its Safeguarding Procedures. All information recorded is confidential respecting the privacy of those involved and retained only for the purpose of managing the case or related cases.

E. Action and Sanctions

- The League shall determine appropriate steps to address the conduct based on several factors, including, but not limited to, (i) the ages of the complainant or victim, and the accused, (ii) the nature, scope, and extent of the allegations, and (iii) evidence provided by the parties involved.
- Where the victim or accused individual is a minor, the Club Safeguarding Officer/Team Captain shall contact parents or guardians unless the circumstances surrounding the allegations reasonably suggest otherwise.
- The League shall address allegations based on these guidelines along with any additional ECF policies. Allegations will be addressed with due consideration for the safety, wellbeing and privacy of all parties. Action shall be proportionate to the severity of the infraction.
- The League reserves the right at its sole discretion to suspend an individual from participation in any League tournament, event, or activities pending further investigation.
- Following the initial reporting and support process the complainant / victim will have the option of initiating a formal complaint.
- As well as reporting to Local Authorities or Police where appropriate, the League reserves the right to apply sanctions based on the League Complaints procedure including:
 - (i) suspension of an individual from participation in any League tournament, event, or activities pending further investigation as above
 - (ii) exclusion from participation for a specified period or indefinitely where a case has been investigated and complaint upheld

- (iii) exclusion from membership
- Where deemed appropriate the League may report the individual to the FIDE Ethics Committee, Qualifications commission, Arbiters commission or other appropriate bodies within FIDE.

Appendix 3 - WDCL Lead Officer for Safeguarding Role Description

Reports to: WDCL Executive Committee

Grade: Voluntary Position

Requirement: Appointment is subject to a satisfactory enhanced DBS check if eligible and references.

Purpose: To ensure that the WDCL uses its best endeavours to meet its responsibilities

Responsibilities:

- Ensure that all issues concerning safety and welfare of all WDCL members are properly dealt with through policies, procedures and administrative systems.
- Ensure that WDCL members have access to the Safeguarding Policy and are aware of the steps to take if they have any concerns.
- Receive, record, and report information from anyone who has concerns about a person who may be at risk of harm, abuse, or neglect, ensuring all details are documented accurately and shared with the appropriate safeguarding authorities or designated personnel.
- Advise and support officers from chess leagues, chess clubs and other chess organisations on safeguarding issues and any concerns.
- Undertake annual monitoring and review of the WDCL safeguarding policy.
- Assess and collate information that may constitute a safeguarding concern or an allegation about a WDCL member that is escalated to the Executive Committee level. This may include clarifying details, convening Panels and taking decisions; it may also involve reverting to a county, league or club for resolution. All information should be dealt with sensitively and confidentially.
- Consult with, pass information to and receive information from statutory agencies such as local social care departments and the police as necessary. This may include making formal referrals to agencies if required.
- Undertake 'Duty to Refer' if required.
- Be familiar with how local safeguarding committees work and how to contact them.
- Be familiar with issues relating to safeguarding and keep up to date with developments.

Appendix 4 - Form for recording concerns/allegations of abuse, harm or neglect

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 person	Date of birth	Gender	
Name of parent/guardian of person		Contact details (if known)	
Are you		Name & role of person raising the concern:	
a) reporting your own concerns or			
b) responding to concerns raised by someone else?		Contact details	
(delete as appropriate)			
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	
Have you spoken to the person's parents/carers? If so, please provide details of what was said. If not, please state the reason for this.			

<i>Please note: concerns should be discussed with the family unless:</i>	
<i>the view is that a family member might be responsible for abusing the person</i>	

<i>someone may be put in danger by the parents being informed</i>	
<i>informing the family might interfere with a criminal investigation.</i>	
<i>(If any of these circumstances apply, consult with the local authority children's social care services to decide)</i>	

Has the situation been discussed with the Safeguarding Officer? Yes/No (delete as appropriate) If so, please provide a written summary of the discussion.	
After discussion with the Safeguarding Officer, do you still have person protection concerns?	
If in doubt you or the Safeguarding Officer should ring children's Social Care Services for advice.	

Have you informed the statutory person protection authorities?	Any action agreed with person protection authorities?
Police: Yes/No Date and time:	
Name and phone number of person spoken to:	
Local authority children's social care services: Yes/ No	

Date and time:	
Name and phone number of person spoken to:	
Chair or Secretary: Yes/No Date and time:	
Name and phone number of person spoken to:	
Where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency	
Where relevant, what has happened since referring to statutory agency/agencies? Include the date and nature of feedback from referral.	
Any further actions undertaken by you or other agencies, e.g. support to the person or family.	
Name of the person completing the report	Signature of the person completing the report
Designation of the person completing the report	Date and Time

Appendix 5 – Advice, Stages of Acting on a Concern

Stage 1

- Initially talk to the person about what you are observing. Do not use leading questions
- Listen carefully to what he/she has to say and take it seriously. Act at all times towards the person as if you believe what they are saying.
- It is not the responsibility of Club Safeguarding Officers to investigate incidences of suspected abuse but only to gather information and refer.
- Always explain to a confidant that any information they have given may have to be shared with others, if it indicates that they and or other people are at risk of harm.
- Notify the League Lead Officer for Safeguarding if necessary.
- 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

- Immediate action should be taken if there is a suspicion that a person has been abused or likely to be abused. In this situation, the LADO (Local Authority Designated Officer) or police should be contacted.
- Once you have made contact with the LADO they should within 24 hours of receiving your referral:
 - discuss reasons for the concern
 - 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 person's health and wellbeing
 - look at a further enquiry, assessment or take immediate action if necessary
 - consider timescales and how best to undertake further action.

Parents / carers need to be informed about any referral to the local LADO unless to do so would place the child/young person/vulnerable adult at an increased risk of harm.

Appendix 6 - Disclosure and Barring Service (DBS) Checks Guide

Introduction

The Disclosure and Barring Service (DBS) checks offered by the Government are a key element in managing the suitability of individuals undertaking roles with children, other young people or vulnerable adults. However, there are different levels of DBS checks and restrictions on who can apply for them.

Basic DBS checks

Basic DBS checks can be applied for by anyone aged 16 or over at a cost (as at the date of this policy) of £18.

Further information on obtaining basic DBS checks is available by clicking on this link: [Request a basic DBS check - GOV.UK \(www.gov.uk\)](https://www.gov.uk/request-a-basic-dbs-check).

Enhanced DBS Checks

It is a common misconception that all DBS checks can be obtained on demand. Other than basic checks, eligibility criteria apply and enhanced checks cannot be obtained in respect of a position unless those criteria are satisfied.

Guidance on eligibility for obtaining checks can be found here: [Find out which DBS check is right for your employee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/find-out-which-dbs-check-is-right-for-your-employee), with a check list which can be completed by reference to the particular position. No application should be made unless these conditions are satisfied.

DBS Updating Service

It is also recommended that a volunteer / officer with a standard or enhanced check registers with the DBS Update service once they have received their DBS certificate. This automates the process of checking and will result in the individual receiving an annual DBS check.

In addition, once on the DBS update service, then they will have a unique reference code which they can give to any other organisation that needs a DBS check so this can be done quickly. More information about the DBS update service is at: [DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/dbs-update-service)

DBS Barred List

For individuals working with children for who a DBS check is being obtained, consideration can be given to checking whether the individual is on the DBS children's barred list. More details can be found here: [Check the children's barred list - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-the-childrens-barred-list)

For chess clubs / leagues and other organisations

All chess organisations should consider which of their volunteers and officers should be DBS checked and the level of check which is appropriate. Guidance on organising checks is set out above and it will be seen that a DBS check and certificate at the appropriate level will be needed for your Safeguarding officers, junior coaches and any other officer or volunteers who regularly work with children, young people or any vulnerable adults.

Alternatively, DBS checks can be arranged through suitable external organisations. One of these is First Advantage, which has provided DBS checking services to the ECF. Further information is available here: [Basic, Standard or Enhanced DBS Check Online - Apply for DBS](#).

In summary, the following process can be followed:

Step 1: Determine Eligibility

Check which volunteers in your organisation are eligible for a standard or enhanced DBS check. This is usually the case when their role involves working and engaging in regular activities with children, young people and / or vulnerable adults. In addition, anyone who takes on the responsibility of Safeguarding officer or Deputy safeguarding officer in your organisation should have a current DBS certificate.

Step 2: Choose the Right Level of Check

Decide which level of DBS check is appropriate for your volunteers by using the online tool above.

Basic Check: This is the lowest level of check and will disclose unspent convictions and conditional cautions.

Standard Check: This is more comprehensive and includes spent and unspent convictions, cautions, reprimands, and final warnings.

Enhanced Check: This is the most detailed check and includes the same information as the Standard Check plus any additional relevant information held by the police.

Step 3: Discuss the process with the individual volunteer / officer

Volunteers must understand why the check is necessary and what information will be disclosed.

The volunteer/officer should also be asked to register with the DBS Update service.

Step 4: Complete the Application Form

If you are going to apply directly, apply for a DBS check as shown in the links above. Alternatively, you can use an external service. Steps 5 and 6 assume you are applying directly.

Step 5: Verification

Verify the volunteer's identity using the required documents (e.g., passport, driving license). This step is essential for the application to proceed.

Step 6: Submit the Application

Submit the completed application form and required documents to the DBS registered body. Include the appropriate fee if applicable.

Step 7: Receive and Review the Certificate The certificate may be sent directly to the volunteer. You need to ask them to bring it in and review. Take a photocopy for the club records.

Appendix 7 - Considerations in allegations against WDCL members

Following an allegation:

A member of the Club Safeguarding team will pursue the allegation firstly to obtain further details of the incident and circumstances to determine whether the allegation is substantiated or not.

If there is cause for concern that a person is suffering, at risk or likely to suffer significant harm, then the WDCL Lead Officer for Safeguarding will initiate a strategy discussion with Social Services. The Chair or Secretary will be involved in the loop of activity and outcomes.

If a criminal offence has occurred, then the police will be immediately notified and they will decide whether an investigation is needed. If relevant, the police will advise that they have a 'duty to refer' an individual to the DBS.

Allegations and Complaints against League members

If an allegation of abuse is made against a League member it should be reported immediately to the Club Safeguarding Officer. If the allegation is about a League officer, then the incident may also be passed to an alternative official if this is more appropriate.

Any police and/or Social Service investigation takes precedence, and no internal investigation may take place until so advised by them. When an internal investigation is undertaken, consideration should be given to disciplinary procedures. In most circumstances the options available are:

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

The severity of the allegation and information and evidence available will determine the next stages

The League Lead Officer for Safeguarding and other League Committee officers as necessary will form a panel to deal with appeals.

Appendix 8 - Whistleblowing

It is the duty of everyone within the League to pass on any Safeguarding concerns or allegations of abuse without delay.

- There is a League Lead Officer for Safeguarding to whom all concerns are referred. That person would then refer to children's Social Care Services. If the Club Safeguarding Officer/Team Captain is unavailable, then the concern can be passed directly to the League Lead Officer.
- In an emergency situation with any imminent danger - dial 999
- Ensure that everyone understands that any whistleblower disclosing information in good faith will be protected if he/she has a reasonable suspicion of incidents of personal abuse.

Appendix 9 - Photography and Videos

It is important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of photos e.g. parent's own record, media & publicity etc.
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only limited children/young people's details alongside their photos in newspapers etc.
- any club/group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form

Guidance:

Make sure parents understand that you will be taking photos or video footage and be clear about how you will use them.

If the images will be reproduced in the media, it is vital to seek parental permission and give a general description to the press instead of names or other identifying information of children.

If the public wish to photograph or video the activity ensure they register their name and address with you beforehand, put up a sign near the area, suggested wording "Anyone wishing to use photographic/film/video equipment should register their intent with the promoter of the event".

Be wary of adults who take photos who do not appear to be with any children as parents or carers. Exercise extra caution if you post any images on a website, it is safer to use large group shots or blurred images for this.

If you have concerns about the welfare of a child or young person, contact your local children's Social Care Services Office or out of hours/emergency duty officer.

Appendix 10 - Template for a Club Safeguarding Policy

Note - The policy template should be used as a starting point for development of a club-specific policy based on the nature of the club, venue and associated safeguarding risks and obligations.

Policy Text:

XXXX Chess club is committed to providing a safe and welcoming environment for all players to enjoy chess and be respected by others.

This Safeguarding policy sets out the minimum requirements to ensure all players are able to take part in our club activities.

Overview:

XXXX Chess Club (hereinafter the 'Club') welcomes to its sessions and other activities all players who are interested in chess and will strive to ensure that everyone is treated with care and respect.

The Club recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It also aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all members and visitors:

- have a positive and enjoyable experience of chess in a safe and sociable environment
- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults
- value, listen to and respect children, young people and vulnerable adults

The Club has adopted a Safeguarding policy as set out in this document. This policy will apply to all members of, and visitors to, the Club when undertaking Club activities. A child (otherwise a junior player) in this context is deemed to be anyone less than eighteen years of age. A copy of the policy will also be posted at XXXX club website/home venue, and it is a condition of membership that all members of the Club abide by and promote this policy.

Roles and Responsibilities:

All club members are responsible for ensuring that our high standards are upheld and that Safeguarding is at the forefront of our considerations.

Officials - There are some posts, in particular Junior Organiser/ Coach, which may involve a considerable degree of contact with children or adults in circumstances where there is not always a parent /guardian or carer present. In general, the type of work may involve regularly caring for, supervising, training or being in sole charge of such people. It is the policy of the Club that it will only appoint to these positions a person for whom

an independent suitable reference has been obtained together with an Enhanced DBS including a Disclosure and Barring Service check.

Safeguarding Officer - The Club will also appoint a Safeguarding Officer (and where practical a Deputy Safeguarding Officer), who will both be required to have an enhanced DBS and (preferably) be signed up to the DBS update service. Any Safeguarding, child welfare concerns or allegations, and any comments or questions regarding the policy or advice should be directed to them.

The current holders of the posts are: Safeguarding Officer @: email.
Deputy Safeguarding Officer @: email

Any allegations or concerns will be listened to and investigated. If deemed necessary, they will be pursued, by the Club's Safeguarding Officer in accordance with the League's Safeguarding Policy and Guidelines, which are available for viewing on the League's website.

Junior Players

The Club welcomes junior players to its sessions and events. It also allows juniors of an appropriate level to participate in inter-club matches and league matches.

The Club and its officials are not able to act 'in loco parentis' at any club session, event or match.

Parents/carers/guardians are ultimately responsible for the junior player and need to consider the wellbeing, safety and good behaviour of junior players when deciding on any arrangements.

This policy sets out to safeguard the welfare of children attending the Club by protecting them from physical, sexual and emotional harm or abuse.

Parental Supervision:

Parents/carers/guardians remain responsible for their child when they are attending chess club. Ideally, they should accompany their child to sessions, remain on the club premises and escort their child home. Any alternative arrangements made with other responsible adults should be put in writing and must comply with the guidelines below. [Note that clubs should review the default ages listed and amend as appropriate depending on the nature of the club and venue].

Children under the age of 14 must always be accompanied by a parent or guardian.

Older secondary school /teenage players between 14 and 18 must have written permission from a parent or other responsible adult to be allowed to attend the club alone and to travel home alone. Such written permission should be emailed or clearly communicated to the Safeguarding officer in advance of the sessions.

The Club also, where appropriate, welcomes the participation of children in inter-club matches away from the club venue. Parents/other responsible adults remain responsible for their child and any arrangements made.

Ideally, they should accompany their child to away venues and it is advisable that any alternative arrangements concerning transportation or supervising juniors at away venues is put in writing.

Clear arrangements and responsibilities should also apply for any visiting juniors and responsibility for this should be made clear to the visiting team captain.

Supervision and the Rule of Three:

The club adheres to the “rule of three” whenever possible requiring at least two adults or two juniors in a group at all times. If a one-on-one situation is unavoidable, the adult and youth shall stay in an open, public area where they can be seen by others at all times.

Photography & recording of images:

Recording a child’s achievements can be really important. The Club, however, recognises the opportunity for misuse of published material and that there can be circumstances where publicity can be detrimental to a child or their family.

Parents and guardians should be aware that photography for publicity purposes may take place, particularly at regional or national events, which may be outside of the Club’s Control. The Club’s policy is to seek parental consent before photography takes place and for publication.

Parents and guardians who have any objection to photography (which does not need any explanation) can register it with the Club Secretary or the Safeguarding team.

Adult Players:

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment. The Club will seek to ensure that our chess is inclusive and make reasonable adjustments for any ability, disability or impairment.

Recordkeeping:

Adequate records should be maintained relating to all safeguarding matters, both to demonstrate that appropriate policies are adopted and followed and that any complaints are addressed and resolved expeditiously and with due diligence.

Summary:

This policy will be reviewed and updated from time to time in line with experience and recommended practice in the area of Safeguarding and child protection.

The Club has adopted the WDCL’s Safeguarding Policy and will follow relevant sections of the policy including procedures for recognising issues, handling allegations, acting on concerns and maintaining proper safeguarding records.

The current version of the policy can be found at the WDCL link.

The Club shall abide by any further rules, regulations or guidelines which may be set out from time to time by the Club Committee, the Venue, the Local League Committees, and / or the ECF where these are deemed necessary to support the policy objectives.

This policy shall be reviewed and updated as necessary on an annual basis (at the AGM of XXXX Club).

Signature:

Date :

Appendix 11 - Template role description for a Club Safeguarding Officer

Organisation: XXXX Chess Club (hereinafter the 'Club')

Reports to: The League Lead Officer for Safeguarding.

Requirement: Appointment is subject to a satisfactory enhanced DBS check. Safeguarding experience is desirable.

Purpose: To ensure that the Club has appropriate arrangements for keeping children, young people and vulnerable adults safe when they attend any event at the Club, or as a representative of the Club. Also, to promote their safety and welfare at all times.

Responsibilities:

The safeguarding officer will use their best endeavours to:

- (i) ensure that all issues concerning the safety and welfare of children, young people and vulnerable adults who attend events organised by the Club are properly dealt with;
- (ii) ensure that everyone involved with the Club has access to the Club Safeguarding Statement and is aware of what they should do if they have issues/concerns about a child, young person or vulnerable adult;
- (iii) receive, record and report information from anyone who attends an event and has such issues/concerns;
- (iv) advise and support Club officers and volunteers on safeguarding and protection;
- (v) take the lead on dealing with information that may constitute a protection issue/concern around a child, young person or vulnerable adult OR an allegation about an officer or volunteer. This includes assessing and clarifying the information, and taking decisions in consultation with the Lead for Safeguarding, and statutory Child and/or Adult Protection Agencies/ Services as required, whilst handling all information sensitively and confidentially;
- (vi) consult with, pass information to and receive information from statutory Protection

Agencies/Services such as the Local Authority Child and/or Adult Services and/or the Police. This includes making formal referrals to those agencies if required;

- (vii) be familiar with how the local safeguarding board works and how to contact them;
 - (viii) be familiar with issues relating to child protection and keep up to date with developments;
 - (ix) keep a record of any arrangements made by parents/guardians/carers for the supervision and transport of children and/or vulnerable adults by third party Club members;
 - (x) attend training on issues relevant to child protection from and share knowledge from that with other members of the Club;
 - (xi) undertake a risk assessment of the Club venue, including its own specific safeguarding requirements;
 - (xii) report to Club committee meetings as required, but at least once per year, at the AGM, on the level of risk management being achieved;
 - (xiii) undertake annual monitoring and review of the policy and assist with updating the policy in consultation with the League Lead Officer for Safeguarding
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