



ECF SAFEGUARDING POLICY

ECF Safeguarding Policy

This Safeguarding Policy was presented to the ECF Board on 25 March 2025:

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1. English Chess Federation (ECF) Safeguarding Policy Statement

1.1 Introduction

As the national body for chess in England, the ECF is committed to welcoming everyone interested in chess, and to promoting the safeguarding of everyone involved in chess. We aim to make the chess environment a safe, inclusive, and supported activity for all. We acknowledge the importance of seeking to safeguard and promote the welfare of all our members, particularly children and young people aged up to 18 years and vulnerable adults.

We will use our best endeavours to:

- safeguard juniors;
- safeguard vulnerable adults, for example, those with disabilities and members of minority groups;
- ensure that female participants are not subject to inappropriate behaviour and support them accordingly;
- promote safeguarding regulations and good practice to all chess organisations around the country.

The ECF is committed to promoting safeguarding practices which reflect statutory responsibilities and government guidance, and complies with best practice. This policy aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all members will:

- have a positive and enjoyable experience of chess in a safe and caring environment;
- be protected from harm and abuse whilst participating in chess.

The ECF believes that everyone should be aware of safeguarding.

It aims to develop robust procedures that are based on good practice and current legislation and to promote safeguarding knowledge and best practice in chess leagues, clubs, tournaments and events throughout the country.

The ECF will continue to develop clear and transparent channels of communication, both for those working to support safeguarding, and for players and others with concerns.

- The ECF acknowledges that some chess players can be particularly vulnerable to abuse, particularly children, young people and vulnerable adults, for example, those with disabilities and members of minority groups;

and will provide guidance and, where necessary, take reasonable and appropriate steps to promote their welfare. It will seek to:

- make clear who the ECF designated Lead for Safeguarding and Safeguarding Officers are, and their roles ([Appendix 3](#));
- ensure that all ECF personnel understand their roles and responsibilities, and provide any necessary training;
- ensure that robust safeguarding arrangements and procedures are in operation within the organisation;

- ensure that confidential, detailed and accurate records of all safeguarding issues submitted to the ECF are maintained and securely stored;

and in a wider context it will seek to:

- promote the safety of chess players, particularly children, young people and vulnerable adults;
- value, listen to and respect all members;
- offer help and advice to those trying to understand their roles and responsibilities in respect of safeguarding and signpost appropriate guidance and training opportunities. This includes being able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults;
- develop a network of Safeguarding Leads and Safeguarding Officers from chess organisations throughout the country to promote communication and the sharing of good practice;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to those who raise or disclose such issues;
- offer advice and guidance on the maintenance and secure storage of confidential, detailed and accurate records of all safeguarding concerns;
- promote safer recruitment and prevent the employment/deployment of unsuitable individuals;
- share concerns with agencies on a need-to-know basis, involving parents and children appropriately.

1.2 Context and activities undertaken by ECF

- The English Chess Federation (ECF) is the governing body for chess in England. Its mission is to promote the game of chess in all its forms to the widest possible public. It has published a Code of Conduct ([Appendix 1](#)) and a Safe Play Policy ([Appendix 2](#))
- The ECF runs several annual national over-the-board competitions, including the British Championships, as well as online clubs and events. It also provides support and advice to all chess clubs and leagues throughout the country.
- The ECF is also responsible for selecting English national teams and individuals to represent the country in international events; supporting and developing young players; maintaining the national rating system; ensuring standards for tournaments in the country; training arbiters; and holding lists of registered coaches.

1.3 Policy Monitoring and Updates

This policy is a live document and will be reviewed annually by the ECF Safeguarding Team. Any changes in legislation and/or government guidance or necessary updates and edits will be reported to the ECF Lead on Safeguarding and included in this policy and other ECF documentation.

The ECF Safeguarding Team:

Lead on Safeguarding:

Stephen Woodhouse

Safeguarding Officers:

Paul Sharratt

Jo Wildman

Kevin Hurney

Director of Women's Chess:

Aga Milewska

The ECF Council will validate that the elected officers above are aware of their responsibilities and commitment to fulfilling them.

The ECF Board Chair will take the Lead on Safeguarding and will report any necessary issues, decisions and actions arising to the Council.

A designated contact email has been set up for any Safeguarding related queries/issues:

safeguarding.officer@englishchess.org.uk

2. ECF Safeguarding - Principles

2.1 Safeguarding Overview

Safeguarding at ECF events and activities is not restricted to ECF members; it includes non-members at such events, such as non-member players, parents, siblings, spectators, etc.

Children and adults can be subject to different types of abuse, in different contexts, and with different impacts. There are, however, a number of similarities.

Due to the differences, training and policy information tend to be kept separate between child and adult safeguarding. In particular, we acknowledge the right of an adult to self-determination and the transition of an individual from a child to an adult.

Safeguarding – The differences between Children and Vulnerable Adults

Although the approaches to child and adult safeguarding have several similar principles, it is important to understand the differences, as we work within legal frameworks when supporting children, adults, and families to live lives free from abuse and harm.

Safeguarding in this policy means the process of protecting all of the members of the ECF from harm, with particular reference to children and young people up to the age of 18 and vulnerable adults.

Harm can include deliberate abuse, neglect (deliberate or not), bullying, exclusion and prejudiced attitudes.

2.2 Some Key Principles outlined in legislation

Adults: Care Act 2014 Guidance	Children: Children Act 1989
<p>Proportionality – use the least intrusive intervention appropriate to level of risk identified</p>	<p>Paramourncy of the welfare of the child The ‘no order’ principle – a court order must be of benefit to the child The ‘no delay’ principle – any unnecessary delay in proceedings has the potential to cause harm to the child The Human Rights Act stresses the right to family life</p>
<p>Protection – provide support and representation for those in greatest need</p>	<p>Protection – every effort should be made to prevent serious harm</p>

Prevention – better to take action before harm occurs	Preservation - every effort should be made to preserve the child’s home and family links; but there is a duty for the provision of appropriate services to children in need.
Empowerment – adults should be supported and encouraged to make their own decisions; the importance of informed consent	Participation – the views of children should be sought according to their age and understanding
Accountability – all safeguarding procedures should be clear, transparent and recorded	Accountability – all safeguarding procedures should be clear, transparent and recorded
Partnership – look for local solutions, within the community	Services should work in partnership with parents / those with parental responsibility

Children and Young People

The Children Act 1989 first established the legislative framework for child protection in England. Key principles are that the welfare of the child is paramount and that there are expectations and requirements around duties of care to children.

The Children Act 2004 places a duty on an organisation to make provision to ensure the welfare of children whilst under their jurisdiction by:

- protecting children from maltreatment;
- preventing any impairment of children’s mental and physical well-being;
- ensuring that children participate in an environment providing safe and effective care.

It is the parents/ carers/responsible adults who have primary care for their children, all chess organisations have specific duties to safeguard and promote the welfare of all children who participate in chess activities.

A child is anyone under the age of 18. An adult is anyone 18 and above.

Vulnerable Adults

The protection of adults at risk is enshrined in the Care Act (2014).

Any adult who has care and support needs, or the appearance of those needs, on either a short- or long-term basis, comes under adult safeguarding legislation. Otherwise, any adult has recourse to support groups and organisations, the civil or criminal law.

The law and guidance around safeguarding adults is clear: adults may make unwise choices about risk in their lives or choose not to act at all to protect themselves and it is only in extreme circumstances that the law intervenes. This will often only happen when an adult is deemed to lack capacity in that area, or

where the concerns may extend to children, such as when they are living in the same household.

3. Procedures

3.1 Recognising the signs and symptoms of abuse

The main areas of abuse are outlined below:

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a person. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a person.

EMOTIONAL ABUSE: The persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to a person 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 person 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 that person. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person from 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 person frequently to feel frightened or in danger, or the exploitation or corruption of a person – particularly children. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.

SEXUAL ABUSE: This can be forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening. These 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 the outside of clothing. They may include non-contact activities, such as involving a person in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging a person to behave in sexually inappropriate ways, or grooming an individual in preparation for abuse (including on-line). Sexual abuse is not solely perpetrated by adult males; women and children can also commit acts of sexual abuse.

NEGLECT: The persistent failure to meet a person's basic physical, emotional and/or psychological needs is likely to result in the serious impairment of his/her health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Self-neglect is also a common form of neglect.

Common forms of abuse include:

- Peer pressure;
- Domestic abuse. including controlling or coercive behaviour;
- The use of financial or material constraints;
- Exploitation by criminal gangs, e.g. county lines;
- Modern day slavery;
- Human trafficking;
- Discrimination;
- Radicalisation.

Possible signs of abuse could 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 if the explanation of the cause of the injury does not seem right.
- You observe, or the person discloses, abuse, or describes what appears to be an abusive act.
- Someone else expresses concern about the welfare of another person.
- Unexplained changes in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour by a person.
- Distrust of other people, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

3.2 Becoming aware of a safeguarding issue

There are many ways of becoming aware that an individual is at risk. For example:

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

No safeguarding issue will be ignored or dismissed

3.3 Acting on a safeguarding issue

Safeguarding is the responsibility of everyone. Anyone who has concerns should follow the following process:

- If a person is in immediate danger or seriously injured then contact the emergency services 999.
- Otherwise, report the concern to the local designated Safeguarding Officers, who will decide next steps, which may include contacting the local Social Services for advice or to making a referral in the first instance.
- Follow up with a written report within 24 hours.

[Appendix 4](#) provides a form to use when recording a concern. Please note that parents/carers should not be spoken to if the discussions may put the alleged victim at risk of harm.

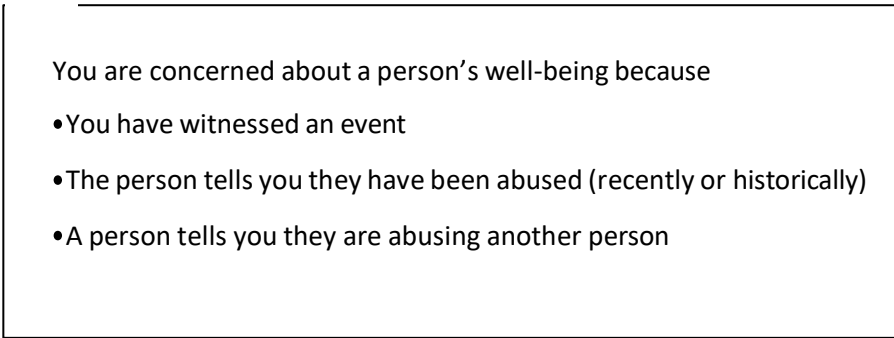
[Appendix 5](#) contains further advice on acting on the concern. This includes advice on talking to the alleged

victim and should be used in conjunction with the “Form for recording concerns/allegations of abuse, harm or neglect” ([Appendix 4](#)).

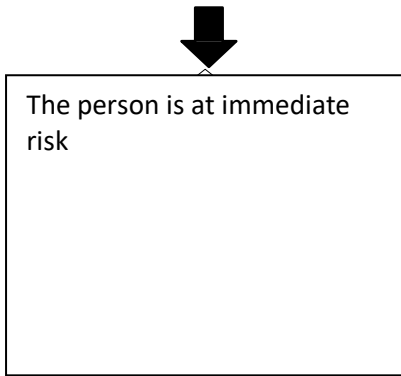
**Remember - all information recorded is confidential.

The process is summarized in the following flowchart:

STEP 1

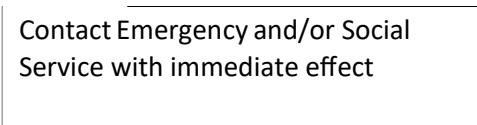


STEP 2



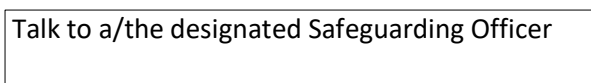
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STEP 3

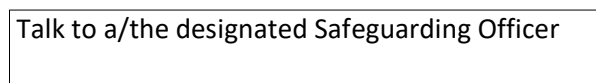


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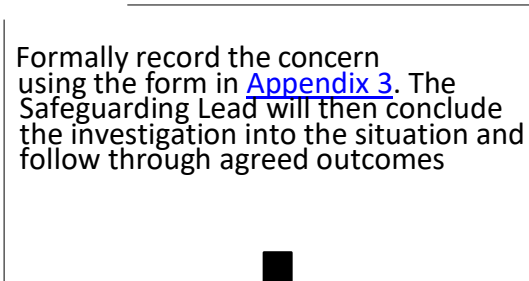
STEP 3



STEP 4

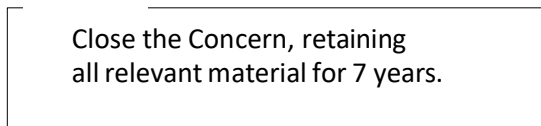
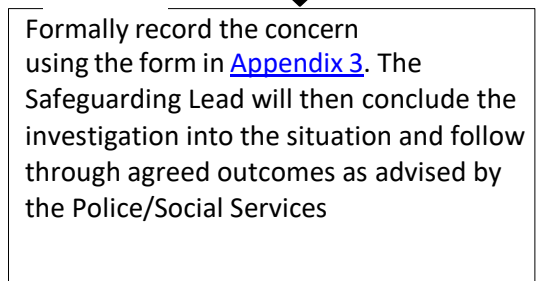


STEP 4



END

STEP 5



3.4 Recording and managing confidential information

A form for recording concerns/allegations of abuse, harm and neglect which is completed by the person raising the concern is included (See [Appendix 4](#)).

Records relating to person 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 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 person protection.

Storage of records

The ECF office will store all Information about concerns, allegations, and referrals. Information or items relating to individuals need to be kept in separate files.

Records of referrals to the Social Services and Police will also be kept.

Files containing sensitive or confidential data should be held electronically and accessible only to the ECF Safeguarding team on request.

Records are kept for seven years from the date of raising, or the point at which any juniors involved reach the age of 25, whichever is longer.

Confidentiality

Everybody has a right to confidentiality unless the ECF Safeguarding team considers they could be at risk of abuse and/or harm. Privacy and confidentiality should be respected where possible but not at the risk of harm to an individual.

3.5 Safer Recruitment

The ECF will take steps to ensure safe recruitment of volunteers, Safeguarding Officers and other responsible roles, and recommends that all clubs and organisations within chess do likewise. These steps include:

- A clear description and profile of the role;
- A clear commitment to Safeguarding;
- Where practical and appropriate, a face-to-face meeting with the volunteer/applicant to ensure they are clear about the role and responsibilities;
- Requiring the volunteer/applicant to declare whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children as

per the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

- Checking the candidate's identity by asking them to bring photographic ID, preferably a passport.
- Applying for a DBS check if the role requires it.

3.6 DBS Checks

One important element of safeguarding is the appointment of Safeguarding Officers. The ECF recommends that all organisations involved in chess have at least one, and preferably more than one, Safeguarding Officer, and that all Safeguarding Officers should hold an Enhanced DBS. There is a Disclosure and Barring Service (DBS) Checks Guide attached ([Appendix 6](#))

For all other participants in chess activity, there is still an expectation that they will ensure they are up to date with all safeguarding policies and procedures and also follow other guidance such as the code of conduct and safe play guidelines.

The ECF recommends that those applying for a DBS join the DBS Update Service as it will mean that the DBS is transferable between organisations, is automatically updated and that future applications for a DBS certificate will not be required.

Some ECF officers, coaches and other chess personnel may work with children and young players as part of work in junior clubs, schools and other educational settings. These individuals should hold an enhanced DBS certificate and also follow the club's/school's/educational setting's policies and procedures.

3.7 Allegations and Complaints against ECF members

If an allegation of abuse is made against an ECF member it should be reported immediately to the Safeguarding Officers. If the allegation is about an ECF 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 ([Appendix 7](#))

The ECF Safeguarding committee and other ECF officers as necessary will form a panel to deal with appeals with reference to Regulation 7 as required.

4. Distributing and reviewing the policy

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

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

The policy will be reviewed annually by the ECF Safeguarding Team. The outcome of the review will be reported to the ECF Board for comment prior to update.

5. Online Chess

Online chess raises specific areas of concern. In recognition of this, the ECF has established a Safeguarding Statement.

5.1 ECF Online Safeguarding Statement:

- The ECF recognises that online play is a significant feature of chess for all, including children and vulnerable adults.
- The ECF 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 ECF 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 ECF online chess events and all ECF social media communications
- Parents and guardians should be encouraged to exercise suitable parental controls for junior accounts in ECF clubs
- The ECF will publicise what controls are available for parents/ guardians and provide support in setting accounts up if requested.
- The ECF will seek to monitor Group conversations and Group chat during ECF online events as far as practicable to identify and take action on safeguarding issues
- The ECF 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 ECF will so far as practicable, limit the publication of names of minors to results and grading/ rating data

6. Further ECF Engagement

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

7. Appendices Overview

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

- ECF Code of Conduct - Code of Conduct to be followed by Officers at ECF events ([Appendix 1](#))
- ECF Safe Play Policy - Policy to support player safety at events including reporting process ([Appendix 2](#))
- ECF Safeguarding Officer Role Description ([Appendix 3](#))
- Form for recording concerns/allegations of abuse, harm or neglect ([Appendix 4](#))
- Advice, Stages of Acting on a Concern ([Appendix 5](#))
- Disclosure and Barring Service (DBS) Checks Guide ([Appendix 6](#))
- Considerations in allegations against ECF members ([Appendix 7](#))
- Whistleblowing ([Appendix 8](#))
- Guidance on Photography and videos ([Appendix 9](#))
- Club policy template ([Appendix 10](#))
- Template role description for a club safeguarding officer ([Appendix 11](#))
- League policy template ([Appendix 12](#))
- A template role description for a league safeguarding officer ([Appendix 13](#))
- Guidance for organizing a junior chess tournament ([Appendix 14](#))

Appendix 1 – ECF 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 club 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 the line with the procedures of GCC. 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/ person.
- 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

Appendix 2 – ECF Safe Play Policy

(i) Policy

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

(v) Reporting & Responding

The ECF 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 may report it to ECF by any of the methods described below:

(a) Email: Emails covering forms of conduct addressed in the Guidelines can be sent to safeguarding.officer@englishchess.org.uk

(b) Misconduct Reporting Form (See [Appendix 3](#)): 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 ECF's ability to investigate and/or respond to the information provided. Messages submitted will be received and handled by the ECF safeguarding team 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 ECF 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 ECF 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 ECF 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 ECF shall proceed as set out in the ECF 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/ senior officer shall cooperate with any enquiries and follow any specific instructions provided. The organiser or senior officer shall obtain contact information for first-hand witnesses, victim(s), and the victim's coach, parents, or guardian.
- (iii) The organiser or senior officer should then provide the victim (or parents or guardian where relevant) with details of how to file a complaint under ECF regulation 7.

- (iv) Record details and report the Incident to the ECF Office. Once the situation is under control and local authorities and police notified if relevant, the organiser or senior officer shall record details of the case on an ECF incident reporting form (as per the Safeguarding procedures) and notify the ECF Safeguarding Officer.

C. Responding to reports raised retrospectively

(i) Retrospective reports will be directed to the safeguarding team who will protect and support the person reporting the incident in line with ECF safeguarding procedures and while further investigation is being carried out.

(ii) The ECF Safeguarding team will gather further information as appropriate to support an investigation of the case.

(iii) As with reports raised during an event the ECF 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. ECF Record Keeping

D. The ECF shall keep appropriate records of reported cases in line with ECF 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. ECF Action and Sanctions

- The ECF 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 ECF shall contact parents or guardians unless the circumstances surrounding the allegations reasonably suggest otherwise.
- The ECF 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 ECF reserves the right at its sole discretion to suspend an individual from participation in any ECF 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 ECF complaint under Regulation Number 7
- As well as reporting to Local Authorities or Police where appropriate, the ECF reserves the right to apply sanctions based on the ECF Complaints procedure including:
 - (i) suspension of an individual from participation in any ECF tournament, event, or activities pending further investigation as above 5
 - (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 ECF may report the individual to the FIDE Ethics Committee, Qualifications commission, Arbiters commission or other appropriate bodies within FIDE.

Appendix 3 – ECF Safeguarding Officer Role Description:

Reports to: ECF Lead for Safeguarding

Grade: Voluntary Position

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

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

Responsibilities:

- Ensure that all issues concerning safety and welfare of all ECF members are properly dealt with through policies, procedures and administrative systems.
- Ensure that ECF 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 attends
- 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 ECF safeguarding policy
- Assess and collate information that may constitute a safeguarding concern or an allegation about an ECF member that is escalated to the ECF 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:	

ECF Safeguarding Policy

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 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 local Safeguarding lead and, if necessary, the ECF Safeguarding team.
- 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 will 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 offices 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](https://www.firstadvantage.co.uk/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 ECF members

Following an allegation:

A member of the ECF 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 ECF Safeguarding Officer 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.

Appendix 8 - Whistleblowing

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

- There should be a local Safeguarding Lead or Officer to whom all concerns are referred. That person would then refer to children's Social Care Services. If the local club/league officer is unavailable then the concern can be passed directly to the ECF Safeguarding team.
- 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 English Chess Federation's Safeguarding Policy and Guidelines, which are available for viewing on the Federation's website at www.englishchess.org.uk

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 ECF'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 link here: <https://www.englishchess.org.uk/wp-content/uploads/2022/07/Safeguarding-Children-Policy.pdf>

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 Club Lead 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 Lead for Safeguarding

Appendix 12 - Template for a League Safeguarding Policy

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

The XXXX League (hereinafter the 'League') organises team and individual chess competitions in XXXX and the surrounding district. 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 for Safeguarding and a Safeguarding Officer (SO). The responsibilities of the Safeguarding Officer (SO) will be in accordance with the role description for the Safeguarding Officer in [Appendix 1](#).

The League will reimburse any reasonable expenses for the SO 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 Safeguarding Officer(s) of the participating club(s), 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 Lead for Safeguarding and Safeguarding Officers. They should read and be familiar with relevant legal and ECF guidance and this League Statement;
- (iii) informs the League Secretary of the identity of its SOs 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.

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)

Appendix 13 – Template role description for a League safeguarding officer

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

Reports to: The League Lead for Safeguarding

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

Purpose: To ensure that the League has appropriate arrangements for keeping children, young people and vulnerable adults safe when they attend any stand-alone League-organised event. 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 stand-alone League-organised events are properly dealt with;
- (ii) ensure that everyone involved with League-organised events has access to the League 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 a League event and has such issues/concerns;
- (iv) advise and support League staff 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 a member of staff 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) attend training on issues relevant to child protection from and share knowledge from that with other members of the League;
- (x) encourage and advise all chess clubs affiliated to the League to appoint Safeguarding Officers and publish their Safeguarding Policy on children, young persons and vulnerable adults;
- (xi) undertake risk assessments, as required, of venues proposed for stand-alone League-organised events;
- (xii) report to board/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;
- (xiv) assist with updating the policy in consultation with the Lead for Safeguarding.

Appendix 14: Guidance for organising a junior chess tournament**Decide the type of tournament, date, format and intended participants:**

- The type of tournament (Swiss, round-robin, knockout)
- The tournament sections - age groups and skill levels
- The number of rounds and time controls

Venue and Equipment:

- Book a suitable venue with enough space. It is usual to have a hall / large space for the Playing Hall, and another space as a waiting area for parents/carers and for the players in-between games. Also, consider the location in terms of available parking, public transport and accessibility.
- Ensure you have the correct equipment - chess boards, pieces, clocks, and score sheets (with spares in case of damage or malfunction).
- Ensure that there are sufficient tables and chairs for players, officials and spectators

Registration and Communication:

- Create an online page / leaflet which give details of the tournament and also outlines the entry process. The most efficient is an online presence with booking facilities, such as congress.org.uk. Ensure that your entry form/online form collects data such as name, age, any chess ratings as well as contact details for participants/parents if needed for any issues/emergencies on the day.
- Outline the rules and expectations of the tournament and ensure that basic chess rules are followed. Include the schedule and any entry requirements. These should be easily accessible online or on your entry form.
- A reliable method of communications with parents/carers both before the event and during the day of the tournament. This could be a dedicated whatsapp group/email list / discord etc. or an email list. The advantage of whatsapp (set up so that only the admin can post) is that it can be used on the day of the event for immediate communication to let everyone know if there are any delays, reiterate rules, advertise lost property etc..

Staffing:

- To run the tournament efficiently you will need at least two qualified arbiters – a Chief Arbiter who takes overall responsibility and is usually responsible for running the pairing software (the most popular and recommended is swiss-manager) and an additional arbiter to deal with any issues or disputes in the playing hall and take results on a clipboard. Depending on the size of the tournament, it is good to have section arbiters who are responsible for their section and take results on clipboards. All arbiters and volunteer helpers should have an understanding of basic chess rules, and be aware of how to escalate to the Chief Arbiter if needed.
- Depending on the size of the tournament and the layout of the venue, it may be useful to have other volunteers to help with logistics and ensuring the young players are in the correct place and supervised as necessary. Note that at the majority of junior chess tournaments the rule is that parents/carers remain at the venue and are responsible when the players are not in the playing hall. Chess organisers, arbiters and officials do not usually act 'in loco parentis' and this should be clearly stated to ensure all comply with safeguarding rules and best practice.

Safeguarding & Child Protection considerations:

- Develop a child protection policy or adopt the ECF policy and ensure that you are aware of the general principles and steps needed if any issues arise.
- It is good practice to appoint one person as the overall Safeguarding officer at an event, ensure that they understand and adhere to policy and procedures and offer appropriate safeguarding training if necessary. It is good to let the parents/carers know who that person is, so that they have a point of contact if needed.
- Safeguarding of children, young people and vulnerable adults is something that everyone should be aware of and considerate about.
- All players should expect and safe and welcoming environment. Players and parents/carers should show good and considerate behaviour to others. Any unkindness or bullying behaviour should not be ignored.

Background Checks:

- It is good practice for the Safeguarding officer and anyone in direct contact or taking responsibility for children to hold a DBS certificate. Conduct background checks on all adults working with children, including tournament staff and volunteers.
- Ensure that all personnel have appropriate safeguarding training.

Supervision and Security:

- Assign adequate adult supervision for all areas where children are present.
- Implement a sign-in and sign-out system to track attendance.
- Clearly identify authorized personnel with badges or uniforms.

Health and Safety:

- Have a first aid kit available and ensure there is a qualified first aider on-site.
- Plan for emergencies with a clear procedure for fire evacuation and other incidents.
- Ensure that the venue is safe, with no hazards that could cause injury.

Expectations and conduct for players and parents/carers

- Be clear about expectations and have a clear code of conduct for both young players and the parents/carers. This can be done alongside the opening announcements at the beginning of the day.
- At the majority of junior chess tournaments, parents and carers are not allowed into the playing hall. This is to ensure that all young players have a calm environment and are not disturbed by other adults.
- The arbiting team should deal with any arguments, cheating allegations, bullying or inappropriate behaviour promptly and appropriately. This should be done in the playing hall and should not spill out and have parents/carers getting involved. Ensure that the Chief Arbiter is aware of any issues so that they can make informed decisions if something needs to be escalated.

- Provide a designated area for parents/carers to wait and for the young players to go back to between rounds. Consider making available some refreshments and a quiet area with chess sets for analysis or use.
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