

STAINES CHESS CLUB

Safeguarding Policy

Version 1.4

Original policy adopted 19 August 2026 | v1.4 administrative revision 21 August 2026

Designated Safeguarding Lead	Liam O'Sullivan
Deputy DSL	Colin Aniecko
Safeguarding email	safeguardingstaineschess@gmail.com
Next scheduled review	By 19 August 2027, or sooner if guidance changes

Version 1.4 updates the safer-recruitment and DBS wording to reflect the removal of the supervision exemption for regulated activity with children from 1 September 2026. The junior arrival, supervision and collection arrangements introduced in v1.2 are unchanged.

1. Purpose and scope

Staines Chess Club is committed to providing a safe, inclusive and respectful environment for children, young people and adults taking part in club activities. This policy applies to committee members, officers, volunteers, coaches, members and anyone acting on behalf of the Club.

For this policy, a child is anyone under 18. Junior Chess is primarily aimed at ages 12-16, but safeguarding responsibilities apply to every under-18 taking part in Club activity.

2. Safeguarding principles

- The welfare of the child is paramount.
- Safeguarding is everyone's responsibility. A concern does not need to be proven before it is reported.
- Concerns will be taken seriously, recorded factually and referred promptly where appropriate.
- The Club will avoid unnecessary one-to-one situations and will organise activity so that adults remain observable wherever reasonably possible.
- The Club will respect confidentiality, but safeguarding information may be shared on a need-to-know basis when this is necessary to protect a child or adult at risk.

3. Roles and responsibilities

The Designated Safeguarding Lead (DSL) is the first point of contact for safeguarding matters within the Club. The Deputy DSL supports the DSL and acts when the DSL is unavailable. The Committee retains overall responsibility for ensuring appropriate safeguarding arrangements are in place.

- DSL: receive concerns, maintain safeguarding records, advise session volunteers, make or support external referrals and review arrangements.
- Deputy DSL: provide cover and support, including escalation where the DSL is unavailable or implicated in a concern.
- Session volunteers: follow this policy, maintain appropriate boundaries, record attendance and report concerns promptly.
- All adults: act immediately if someone is in immediate danger; club procedures must never delay a 999 call or statutory referral.

4. Junior Chess - arrival, supervision and collection

- The Club assumes supervisory responsibility during the published session once a junior has been signed in or formally received by the session team.
- Parents and guardians are not normally required to remain at the venue after sign-in, unless the Club has agreed that an adult should remain for the needs of an individual child.

- Children under 14 must be brought to the venue, formally handed over to the session team and collected at the end by a parent, guardian or another responsible adult authorised by the parent or guardian. They must not leave unaccompanied.
- Players aged 14-17 may attend and/or travel home without an accompanying adult only where written parent/guardian permission has been provided in advance and recorded by the Safeguarding Lead.
- A register of juniors and supervising adults will be kept for each session. Parents must provide an emergency contact and relevant information needed to keep their child safe.
- At least two responsible adults should be present for a junior session wherever reasonably practicable.

5. Safer recruitment and DBS checks

The Club will assess DBS eligibility according to the activity actually carried out and how frequently it is undertaken. From 1 September 2026, the supervision exemption for regulated activity with children is removed. A person who teaches, trains, instructs, cares for or supervises children can therefore be in regulated activity even where another adult supervises them, if the activity is carried out frequently enough or overnight.

- For these activities, the frequency condition is met when the work occurs on more than 3 days in any 30-day period, or once overnight between 2am and 6am with the opportunity for face-to-face contact with children.
- Where a role meets the regulated-activity criteria, the Club will require the appropriate Enhanced DBS check in the child workforce with Children's Barred List information.
- Occasional helpers who do not meet the regulated-activity threshold remain subject to the Club's safeguarding arrangements and will not be left alone with a junior.
- Adults working with juniors will provide the information reasonably required by the Club to assess suitability for the role. The Club will reassess DBS eligibility if the role or frequency changes.
- The Club will not treat supervision as a substitute for a barred-list check where the regulated-activity criteria are met, and may restrict or suspend a person's involvement while a safeguarding concern is considered.

6. Expected conduct and safer working practice

- Adults should avoid being alone and out of sight or hearing of other adults with a junior wherever reasonably possible.
- One-to-one coaching should take place in an open or observable setting, following the ECF-style rule of three wherever reasonably possible.
- Adults must use appropriate language and behaviour and must challenge or report conduct that may place a child at risk.
- Routine private messaging between an adult volunteer and a junior should be avoided. A parent, guardian or another authorised adult should normally be included where communication is necessary.
- Physical contact must be appropriate, necessary and proportionate to the situation. Adults should not initiate unnecessary physical contact.
- Bullying, harassment, sexualised behaviour, discrimination, intimidation or humiliating treatment are not acceptable.

7. Photography, video and online content

- Parents and guardians will be told if photography or video may take place at junior activities.
- The Club will record and respect objections to publication of a junior's image.
- Images should not be accompanied by unnecessary personal information about a junior.
- No image should be used in a way that is embarrassing, exploitative or inconsistent with the purpose for which it was taken.

8. Responding to a disclosure or concern

A safeguarding concern does not need to be proven before it is reported. If a child or adult at risk discloses something concerning:

- 1 Listen calmly and take the person seriously.

- 2 Do not promise secrecy. Explain that information may need to be shared with people who can help keep them safe.
- 3 Do not investigate, cross-examine, confront the alleged person responsible or ask leading questions.
- 4 Record what was seen, heard or said as soon as possible, using the person's own words where relevant.
- 5 Report the concern promptly to the DSL or Deputy DSL. If they are unavailable, implicated, or delay would increase risk, make the appropriate statutory referral directly.
- 6 Call 999 immediately where someone is in immediate danger or urgent medical attention is required.

9. Allegations about an adult working with children

Concerns or allegations about a committee member, coach, volunteer or other adult working with children must be reported to the DSL unless the concern relates to the DSL, in which case it should be reported to the Deputy DSL or another Committee officer. The Surrey Local Authority Designated Officer (LADO) should be contacted where the allegation meets the relevant threshold. The Club will not conduct an internal investigation that could prejudice a statutory process.

10. Adult safeguarding

Safeguarding responsibilities also apply where an adult with care and support needs may be experiencing or at risk of abuse or neglect. Concerns should be reported to the DSL and, where appropriate, to Surrey Adult Social Care safeguarding. Immediate danger must be reported to 999.

11. Records, confidentiality and data protection

- Safeguarding records will be factual, dated and stored separately from routine membership records with access limited to those who need the information.
- Junior registration collects only information reasonably needed for administration and safe participation, including emergency contacts and, where provided, relevant medical or additional-support information.
- Health or similar special-category information supplied through the junior registration form is requested only to support safe participation and is collected on the basis of explicit parent/guardian consent. That consent can be withdrawn, subject to any overriding safeguarding or legal requirement.
- Where safeguarding concerns arise, the Club may process or share relevant information without consent where this is necessary and lawful to protect a child or adult at risk, make a referral, establish or defend legal claims, or comply with legal obligations.
- Information will not be kept for longer than reasonably necessary for the purpose for which it is held. The Club's website Privacy Notice sets out the current retention approach for routine registration and form information.

12. External safeguarding contacts

Contact	When to use	Details
Emergency services	Immediate danger or urgent emergency	999
Surrey Children's Single Point of Access (C-SPA)	Concern about a child or young person	0300 470 9100 cspa@surreycc.gov.uk
Surrey Emergency Duty Team	Out-of-hours urgent children/adult social care concern	01483 517898
Surrey LADO	Allegation concerning someone who works/volunteers with children	0300 123 1650
Surrey Adult Safeguarding (MASH)	Concern about an adult at risk of abuse or neglect	0300 470 9100 ascmask@surreycc.gov.uk
English Chess Federation Safeguarding Team	Chess-specific safeguarding advice/referral	safeguarding.officer@englishchess.org.uk
Staines Chess Club DSL	Internal safeguarding concern or advice	safeguardingstaineschess@gmail.com

13. Review and version control

This policy will be reviewed at least annually and sooner if ECF, DBS, statutory or local safeguarding guidance changes, or if experience from Club activity indicates that an earlier review is needed.

Version	Date	Status	Change
1.0	19 Aug 2026	Adopted	Initial safeguarding policy adopted by Committee.
1.2	20 Aug 2026	Clarification	Clarified junior arrival, supervision and collection arrangements.
1.3	21 Aug 2026	Administrative revision	Corrected adult safeguarding referral contact; clarified registration/data-handling wording. No change to junior arrival/collection rules.
1.4	21 Aug 2026	Administrative revision	Updated safer-recruitment and DBS wording for the removal of the supervision exemption from 1 September 2026. No change to junior arrival/collection rules.

Reference sources checked for v1.4: Disclosure and Barring Service guidance on the change to regulated activity with children from 1 September 2026; Surrey County Council safeguarding contact pages; and the English Chess Federation safeguarding page, current on 21 August 2026.