

WANSTEAD & WOODFORD CHESS CLUB

Safeguarding Policy Statement (Adopted June 2018)

Whilst the primary function of Wanstead & Woodford Chess Club ("the Club") is to promote and facilitate the playing of chess and its derivatives among our local community, the Club recognises its responsibility for the welfare of children, young people and adults in need attending our Club nights, attending the events the Club organises or participating in the teams the Club runs.

It is the policy of the Club to safeguard the welfare of all people attending its events from abuse, which we define as any physical, sexual and/or emotional mistreatment and to ensuring the Club's safeguarding practice reflects statutory responsibilities and government guidance.

The policy recognises that the welfare and interests of children and young people are paramount in all circumstances as enshrined in the Children Act 1989. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or identity, or socioeconomic background, all children, young people and adults in need:

- have a positive and enjoyable experience of chess in a safe and child centred environment
- are protected from harm and abuse whilst participating in chess or outside of the activity.

It also aims to provide the Club's officers, members, visitors, tournament organisers, controllers and arbiters, team captains and volunteers with the overarching principles that guide our approach to safeguarding vulnerable individuals and child protection.

As part of our safeguarding policy the Club will:

- promote and prioritise the safety and wellbeing of children, young people and adults in need
- value, listen to and respect children, young people and adults in need
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults in need
- make clear who the designated Safeguarding Officer and Safeguarding Lead are and their roles
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation
- share concerns with agencies who need to know, involving parents, guardians, children, carers and adults in need appropriately.

Parental Supervision

The Club does not provide supervision of children or adults in need during its events unless these are specified as Junior member only events at which parents or guardians are excluded. Unless specifically notified to the contrary supervision remains always the responsibility of parents, guardians and carers.

Attendance of Junior Members and Junior visitors

Children under the age of 8 must always be accompanied by a parent or guardian.

Children between the ages of 8 and 14 must always be supervised by a parent or guardian or where a parental emergency contact number is provided a designated responsible adult (notified to the event organiser and Club Secretary in writing) who is willing to accept parental responsibilities.

Children/adolescents from the age of 14 to age 18 at the discretion of their parents or guardians may be unaccompanied provided their parent or guardian has provided an emergency contact number to the Club Secretary in advance.

Children who are not Junior members of the Club and are not part of a visiting team must always be accompanied by a parent or guardian or their appointed responsible adult.

Wanstead House Community Association

Parents, guardians and carers should be aware that Wanstead House is an open community venue with a diverse range of independently organised activities. It is open to members of the public. Whilst the rooms used by the Club are self-contained the common areas and facilities are public ones and unsupervised with recorded CCTV in use. Wanstead House has its own safeguarding policy for these areas. All users of the House are encouraged to comply with that policy.

Officials

There are some posts, in particular a Junior Organiser, which may involve a considerable degree of contact with children or adults in circumstances where there is no parent or 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, should it involve more than a reporting role, a person for whom an independent suitable reference has been obtained and where required by law undertake a Disclosure and Barring Service check.

Policy Procedures, Code of Conduct and Guidance

The accompanying policy procedures, code of conduct and guidance apply to any person acting in an official capacity on behalf of the Club during all of the Club's activities. In particular this includes Officers, Officials, team captains, organisers, controllers and arbiters.

Safeguarding disclosures are handled by the Club's safeguarding team and Chairman in accordance with the policy ratified by the AGM on 13th June 2017.

Members' and visitors' obligations

Safeguarding is the responsibility of everyone.

Members, visitors, parents, guardians, responsible adults and carers must adhere to this policy.

Membership of the Club is subject to the Club's safeguarding disclosures handling procedure.

Monitoring

The policy will be reviewed annually.

Adopted by the AGM on 12th June 2018

WANSTEAD & WOODFORD CHESS CLUB

Safeguarding Policy Procedures

1. Safeguarding and Child Protection

Safeguarding in this document means the process of protecting children, young people up to the age of 18 and adults in need from harm. Harm can include deliberate abuse, neglect (deliberate or not), bullying, exclusion and prejudiced attitudes. Child protection is part of safeguarding and is the process of protecting individual children who are identified as suffering or likely to suffer significant harm. This policy concentrates on the latter but acknowledges the principles of the former.

Safeguarding involves assessment of risk to a child, young person and adult in need. One part of this is deciding whether a Disclosure and Barring (DBS) check is required or whether other safeguarding measures put in place are sufficient. Not all persons acting in a Club official capacity or volunteers require a DBS check; indeed, it is illegal to apply for a DBS check if the applicant's role is ineligible. Club event organisers should have regard to the ECF Disclosure and Barring Service (DBS) Checks Guide attached (**Appendix 1**) and where a DBS check is not required organisers should consider other measures such as following the Club's code of conduct (**Appendix 2**). Where a DBS check is considered necessary this should be raised with the Safeguarding Lead, who will make the application on behalf of the Club. A DBS check can be applied for via the ECF office including joining the DBS Update Service (this service is free for volunteers and renders the DBS transferable between organisations and is automatically updated).

The Club's Committee includes an elected Safeguarding Lead who is the Club's designated Officer with leadership responsibility for the Club's safeguarding arrangements. The Committee shall appoint a Safeguarding Officer whose role description is included (**Appendix 3**).

Wanstead & Woodford Chess Club's Safeguarding Team:

The Safeguarding Officer for the Club is: **The Safeguarding Lead on the Committee is:**

Name: **Ben Harte**
Contact: b.harte@gmx.net
 077 9355 3164

Name: **Mark Murrell**
Contact: mramurrell@blueyonder.co.uk
 079 7377 3786

2. Recognising the signs and symptoms of abuse

Club officers, officials, event organisers, controllers and arbiters, team captains and volunteers are required to recognise signs and symptoms of abuse.

There are 4 main areas of abuse:

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect (intentional and unintentional)**

These are explained in **Appendix 4**.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.

- You observe, or an individual discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child or vulnerable adult.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

3. Becoming aware of a safeguarding issue

The Club recognises that there are many ways that an organisation or individual may become aware about the safety of a child, young person or adult in need.

For example:

- a third party or anonymous allegation is received;
- an individual's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- an individual reports an incident(s) of alleged abuse which occurred some time ago;
- a written report is made regarding the serious misconduct of a worker towards a child, young person or vulnerable adult;
- an incident is witnessed;
- a police charge is made.

No safeguarding issue will be ignored or dismissed by the Club as "minor".

4. Acting on a safeguarding issue

It is important that allegations are treated extremely seriously, and the Club's procedures include recommendations to its Officers, members, organisers, team captains and volunteers.

Overview of actions if you have concerns about the welfare of a child or vulnerable adult:

a) Is the individual in immediate danger or are they injured?

1. If yes - Contact the emergency services 999.

b) Report the concern:

It is important that there should be no delay in contacting either the Social Services or the police if someone thinks a crime may have been committed. Any individual can do this, 24 hours/day; it does not have to be the Safeguarding Officer or Safeguarding Lead.

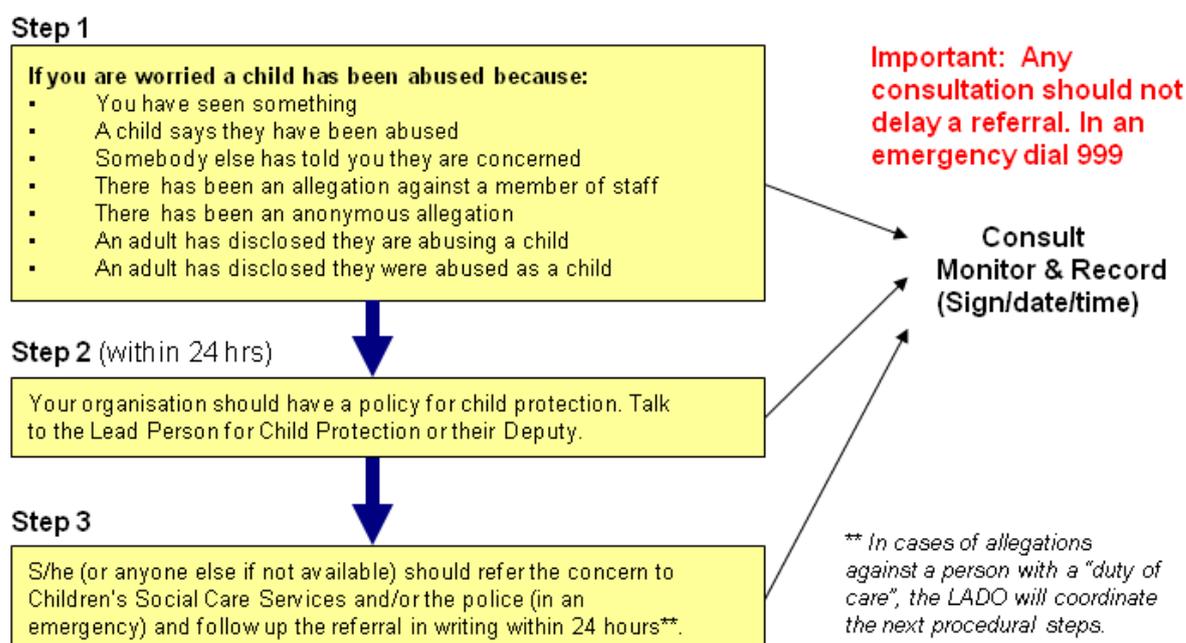
If it is not thought that a crime has been committed but there is concern for a child's or adult in need's welfare, then the issue should be reported to the Safeguarding Lead within 24 hours as per below.

1. If the issue arises during a Club event report the concerns to the Club designated Safeguarding Lead who will contact the relevant local Children's Social Care Services or adult Social Services for advice or to make a referral in the first instance and follow up with a written report within

24 hours. If the Safeguarding Lead is not available, the Safeguarding Officer or organiser or the individual raising the concern must do this.

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

The following flow chart illustrates these three steps where a child is involved:



c) Ensure you keep a record of your concern and how you reported it (see Appendix 5 for a form to record it on).

This form is completed by the person raising the concern. **All information recorded is confidential.** The need to forward information to others involved in safeguarding who may need to know should be explained verbally and by reference to the Club's Privacy Notice (**Appendix 11**).

Please note that parents or guardians or carers should not be spoken to if the discussions may put the child or adult in need at risk of harm.

Stages in acting on the concern

There is further advice on acting on the concern in **Appendix 6**. This includes advice on talking to the child or adult in need and this should be used in conjunction with the "Form for recording concerns/allegations of abuse, harm or neglect" (**Appendix 5**).

All information recorded is confidential. Again, the need to forward information to others involved in safeguarding who may need to know should be explained verbally and by reference to the Club's Privacy Notice (**Appendix 11**).

5. Safe recruitment

The Club recognises that sometimes there are people who work or seek to work with children and young people who may pose a risk to children and who may harm them. Ensuring that there is a clear process for recruiting organisers and volunteers should help reduce this risk. The following guide will be used by the Club in the recruitment of those working with children:

- A clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have) will be used where possible.
- If it is an elected (or similar) post, then the post will be conditional on successful completion of all other safeguarding recruitment processes and provision of a personal/professional history.
- The Club will make it clear that it has a commitment to safeguarding and protecting children.
- Where practical and appropriate, there will be a face-to-face interview with pre-planned and clear questions.
- The applicant will be required 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. This declaration will preferably be part of an application form.
- The candidate's identity will be checked by asking them to bring photographic ID, preferably a passport.
- It will be checked that the candidate actually holds any relevant qualifications they say they have.
- A DBS check will be applied for if the role requires it. This will be considered for all those who have contact with children or have access to records and this might include any volunteers and Officers (See the guide in **Appendix 1**).
- References will be sought from reliable sources which can be checked for authenticity. References will always be checked, and referees specifically asked about an individual's suitability to work with children.
- All candidates will be provided with a copy of the safeguarding policy (which incorporates the child protection policy).

On occasions where the Club wish to appoint a worker from abroad the Club recognises that it may not be possible to undertake DBS checks. However, a "certificate of good conduct" may be applied for from the country the person is moving from. For UK Nationals returning from abroad an International Child Protection Certificate (ICPC) may be requested from www.acro.police.uk. Additional references may need to be undertaken on any worker from abroad.

6. Management and supervision of staff and/or volunteers

All Officers, Officials, organisers and volunteers will know who their Safeguarding Officer is and how to make contact if they have a concern (see section 1).

Organisers, members and volunteers should be advised that they must follow the Safeguarding Code of Conduct (See **Appendix 2**).

Officers, Officials, organisers and volunteers will be advised that they are expected to make themselves aware of the Club's safeguarding policy, which will be available on the Club's website. They will be provided with a copy of the policy or given electronic access to it. A record should be kept that the copy/advice has been given.

7. Allegations against Club officers, officials, organisers and volunteers

If an allegation of abuse (please see the definitions in **Appendix 4**) is made against any person acting in an official capacity on behalf of the Club or any of its volunteers should be reported immediately to the Safeguarding Officer. If the allegation is about a member of the Committee or the Safeguarding Officer then the incident may be passed to an alternative official, for the Club this will be the Safeguarding Lead or Chairman.

In all cases the Local Authority Designated Officer (LADO) should be involved in the immediate discussion with the Safeguarding Lead or the Chairman to confirm next steps. The LADO should be made aware of the incident within one working day. Extra considerations following contact with the LADO are included in **Appendix 7**.

The police and/or relevant local Children's Social Care Services or adult Social Services investigation takes precedence and no internal investigation may take place until the Club has been advised they may do so by the LADO or police. When an internal investigation is undertaken, consideration should be given to the operation of disciplinary procedures. In most circumstances the options available to the Committee are:

- no further action
- immediate suspension

The severity of the allegation, information and evidence available can often determine the next stages taken.

8. Allegations against Club members

If an allegation of abuse (please see the definitions in **Appendix 4**) is made against any member of the Club, it should be reported immediately to the Safeguarding Lead or if not available the Safeguarding Officer. If the allegation is about a member of the safeguarding team then the incident may be passed to an alternative official, for the Club this will be the Chairman.

This will be handled in accordance with the Club's safeguarding disclosures procedure **Appendix 8**

9. 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 5**). Regard shall be had to the Club's Privacy Notice (**Appendix 11**). Confidential information can include both sensitive and non-sensitive data.

Records relating to safeguarding/child protection may include:

- Safe recruitment documentation such as employment and engagement applications, references, identity verification, records of DBS or similar statutory disclosure checks.
- The safeguarding/child protection policy and any revisions, records of distribution to or receipt of the policy, records of any protection policy training offered or received.
- Accident records, incident records, records of concerns/allegations of abuse, harm and neglect (including actions taken such as referrals, assessments, plans and support), correspondence related to child protection/safeguarding.

Storage of records

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

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

Confidentiality

Children, young people and adults in need have a right to confidentiality unless the Club considers they could be at risk of abuse and/or harm. The legal principle is that the "welfare of the child or adult in need is paramount".

Privacy and confidentiality should be respected where possible but if doing this leaves a child or adult in need at risk of harm then the individual's safety has to come first. This should be explained verbally and by reference to the Club's Privacy Notice (**Appendix 11**).

Legally, it is perfectly acceptable to share information if someone is worried about the safety of an individual but only people who **need** to know should be told.

10. Distributing and reviewing the policy

The policy will be freely available to all members, visitors and all persons attending an event organised by the Club. It will be displayed on the Club's website. The Club will keep a record of the distribution of the information to them. A photocopy of the policy will be available from the Club's Secretary on request. The policy will be available electronically during all Club events involving children or vulnerable persons on the internet or as a downloadable file.

The policy will be reviewed annually by the Club's designated Safeguarding Lead reporting to the Committee.

11. Responsibilities of the Committee

The Club's Committee is responsible for approving the Club's policy and its implementation within the Club. It is also responsible for approving a review of the policy or delegating this to an appropriate official.

The Club's Committee is responsible for adding new procedures as required and informing its organisers, officials, members and volunteers of changes, which includes advertising it on the Club's website.

The Club's Committee has a responsibility to monitor which organisers and volunteers (not members) in their organisation have enhanced DBS checks and safeguarding training and advise those who may need either due to their work.

The Club's Committee has a responsibility to ensure the Safeguarding Officer undertakes periodic monitoring and review to ensure that safeguards are being implemented and are effective in the organisation and that risk is being managed.

12. Other Policies that relate to this Policy

- a) Whistleblowing (**Appendix 9**)
- b) E Safety – photography and videos (**Appendix 10**)
- c) Privacy Notice (**Appendix 11**)

Useful Contacts: POLICE: 101 (non-emergency) NSPCC: 0808 800 500 CHILDLINE: 0800 1111

In an emergency Dial 999 for the Police –REMEMBER DO NOT DELAY

Appendix 1

ECF Disclosure and Barring Service (DBS) Checks Guide

DBS checks provide information about a person's criminal history. It is only one part of the safeguarding process and only certain activities and posts are eligible for checks. Organisations should assess the risk carefully and determine whether other safeguarding measures are sufficient protection before requesting a DBS check.

An enhanced DBS check discloses information about spent and unspent convictions, cautions, reprimands and warnings from the Police National Computer as well as local police forces. If the role involves "Regulated Activity" (see later), it can also involve a check against lists of people barred with working with children and adults in need. The DBS "A guide to eligibility for DBS checks" gives an overview of determining eligibility. However, you will find a simpler breakdown of this guide below to help to do decide if the role of the individual includes regulated activity and requires a DBS check.

Assessing whether a DBS check is required

The person being considered for a DBS check should be **16yrs or older**.

OR

If the answer is NO

You **MUST NOT** request an Enhanced DBS check **unless** the role qualifies for a DBS Barred List check because it is regulated activity. (See below for regulated activity). *It is illegal to apply for a check unless the role is eligible for one.*

If the answer is YES

This role is 'work with children/adults in need'. You **MAY** request an Enhanced DBS check. You should also consider whether the role includes undertaking "Regulated Activity" (see below)

Regulated Activity

"Regulated Activity" is work a person who appears on the DBS barred list is prohibited from doing and includes unsupervised contact with children. For regulated activity "supervised" means regular supervision by someone who themselves is in Regulated Activity.

See the Department for Education's guidance on supervision, available via:

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring>

If you need more specific advice please click on this link.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on Regulated Activity in relation to Children:

It is a criminal offence for organisations to employ a person or recruit a volunteer who appears on the child DBS barred list, to undertake "Regulated Activity" with children if they are barred from working with them. It is also a criminal offence for a person to seek or engage in activities from which they are barred.

Applying for a DBS

A DBS check can be applied for via the ECF office if the applicant is eligible. Volunteers are not charged by the DBS but the umbrella group that runs the service makes a modest charge. Those who undertake their role in a paid capacity, such as some coaches, have to pay the DBS for a check to be carried out.

DBS certificates have very limited transferability between organisations and different checks may be required for different roles. Therefore, the ECF recommends that those applying for a DBS join the DBS Update Service (this service is free for volunteers) as this will mean that the DBS is transferable between organisations and is automatically updated. This means that future applications for a DBS certificate will not be required.

Appendix 2

Safeguarding Code of Conduct for Organisers and Volunteers

The Club recognises that its officials, organisers and volunteers involved in chess for children, young people and adults in need have a great opportunity to be a positive role model and help build an individual's confidence. They are expected to:

- Ensure the safety of all children and adults in need by providing effective supervision and proper planning of organised chess activities.
- Consider the wellbeing and safety of participants before engaging in activities such as coaching or organising playing of chess.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people and adults in need fairly and ensure they feel valued and respected. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social class or lack of ability.
- Not allow any bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and adults in need 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.
- Not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Ensure incidents and accidents are recorded in the line with the procedures of the Club. Parents or carers will be informed.
- Never use sanctions that humiliate or harm young people or adults in need.
- Report accidents or incidents of alleged abuse or poor practice to the designated Safeguarding Officer or organiser.
- Administer minor first aid (if appropriate) in the presence of others and where required refer more serious incidents to the designated "first aider" or send for/to medical assistance. Avoid administering First Aid involving the removing of a child's or vulnerable adult's clothing unless in the presence of others.
- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of children, young people and adults in need are enforced.
- Establish and address in advance of the event the additional needs of disabled participants or other vulnerable groups.
- Not abuse children, young people or adults in need physically, emotionally or sexually.
- Not engage in a sexual relationship with a child, young person or vulnerable adult for whom they are responsible.
- Maintain confidentiality about sensitive information.

- Respect and listen to the opinions of young people and adults in need.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during direct coaching.
- Avoid taking photos without permission, especially of individuals.
- Not accept or give individual gifts to children, young people or adults in need without permission from parents/guardians/carers.
- Not add minors to their social media accounts or have telephone numbers unless parents have given permission.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances.
- Never taking children or adults in need to their home, hotel bedroom or similar (e.g. for coaching) without the additional presence of a person who is, or is authorised by their parent/guardian, or without explicit parental/guardian consent.
- Plan activities which involve more than one other person being present or at least are within sight or hearing of others where possible. This applies to such activities as one-to-one training and travelling to or from chess events.
- Not have any inappropriate verbal or physical contact (Including suggestive gestures) with/in front of children, young people or adults in need.
- For activities such as coaching chess: Hold appropriate valid qualifications/accreditation and/or have appropriate experience in playing chess or engaging in chess activities with children, young people and adults in need.

Emergency action and first aid

Chess Organisers should be prepared with an action plan in the event of an emergency. This will include as a minimum:

- 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 (although prior consent for minor first aid may also be gained in addition to this).
- Telephone contact to the Emergency Services.

Appendix 3

Safeguarding Officer - Role Description

Reports to: the designated Safeguarding Lead and/or the Committee of the Club as appropriate.

Appointment: by the Committee

Experience: safeguarding experience or a legal or other professional background is desirable;

it is not envisaged that the exercise of the duties of the Safeguarding Officer will involve regulated activity for the purpose of Disclosure and Barring Service checks or involve the supervision, training or instruction of children or adults in need.

Purpose: to ensure that the Club has appropriate arrangements for keeping children, young people and adults in need safe;

to promote the safety and welfare of children, young people and adults in need.

Role:

- providing safeguarding advice and support to organisers, officials, volunteers and Members
- ensuring that safeguarding children, young people and vulnerable adults remains a priority in all of the Club's activities
- deputising for the Designated Safeguarding Lead as required.

Responsibilities:

- Ensure in conjunction with the Designated Safeguarding Lead that all issues concerning safety and welfare of children, young people and vulnerable adults who attend Club events or participate in teams run by the Club are properly dealt with through policies, procedures and administrative systems.
- Ensure that everyone involved with the Club has access to its Safeguarding Policy and procedures and is aware of what they should do if they have safeguarding concerns about a child or vulnerable adult.
- Receive, record and report information from anyone who has safeguarding concerns about a child or vulnerable adult engaged in the Club's activities.
- Advise and support the Club's Officers, Tournament Organisers, Controllers and Arbiters, Team Captains, Members and volunteers on safeguarding/child protection.
- Dealing with information that may constitute a safeguarding or child protection concern or an allegation about an Officer, official, organiser, member, or volunteer of the Club. This includes assessing and clarifying the information, and taking decisions in consultation with, the Designated Safeguarding Lead, Chairman of the Committee and statutory child protection and safeguarding agencies as required. Handle all information sensitively and confidentially.
- Consult with, pass on information to and receive information from statutory child and adult protection agencies such as the relevant local social care department and police. This includes making formal referrals to those agencies if required.
- Undertake "Duty to Refer" to the Disclosure and Barring Service if required.
- Be familiar with how the local safeguarding board works and how to contact them.
- Be familiar with issues relating to the protection of children and vulnerable adults and keep up to date with developments.

- Attend training in issues relevant to child protection from time to time and share knowledge from that with members of the Committee and organisers as appropriate.
- Undertake annual monitoring and review of policy and procedures.
- Assist with updating policy and procedures in consultation with the Designated Safeguarding Lead and the Committee.
- Deputise for the Designated Safeguarding Lead as required.
- Report to Committee meetings as required but at least once per year, including the level of risk management being achieved.

Appendix 4

Recognising Abuse

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

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

SEXUAL ABUSE: Involves forcing or enticing a child, young person or vulnerable adult 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. The 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 outside of clothing. They may include non-contact activities, such as involving children or adults in need in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or adults in need to behave in sexually inappropriate ways, or grooming a child or vulnerable adult in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

NEGLECT: Is the persistent failure to meet a child’s or vulnerable adult’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s or vulnerable adult’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child’s or vulnerable adult’s basic emotional needs.

Appendix 5

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 your organisation/club/group		
Name of child/vulnerable adult	Date of birth	Age	Gender
Name of parent/guardian/carer	Contact details (if known)		
Are you a) reporting your own concerns or b) responding to concerns raised by someone else? (delete as appropriate)	Name & role of person raising the concern: Contact details		
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		
Please provide details of the incident or concerns you have, including times, dates, description of any injuries			

Have you spoken to the child's or vulnerable adult's parents/carers? If so, please provide details of what was said. If not, please state the reason for this.

*Please note: concerns should be discussed with the family **unless**:*

- the view is that a family member might be responsible for abusing the child/vulnerable adult*
- someone may be put in danger by the parents/carer being informed*
- informing the family might interfere with a criminal investigation.*

(If any of these circumstances apply, consult with the local authority social care services to decide)

Has the situation been discussed with the safeguarding officer? Yes/No (delete as appropriate) If so, please summarise the discussion

After discussion with the safeguarding officer, do you still have child protection concerns?
If in doubt you or the safeguarding officer should ring Children's Social Care Services for advice.

Have you informed the statutory child or other protection authorities?

Police: Yes/No Date and time:

Name and phone number of person spoken to:

Local authority social care services: Yes/No

Date and time:

Name and phone number of person spoken to:

LADO: Yes/No Date and time:

Name and phone number of person spoken to:

Any action agreed with protection authorities?

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 the Club e.g. support to the child, vulnerable adult or family.

Name of the person completing the report

Signature of the person completing the report

Designation of the person completing the report

Date

Time

Appendix 6

Advice- Stages of Acting on a Concern

Stage 1

- Initially talk to a child/young person/vulnerable adult about what you are observing. It is okay to ask questions, *for example: "I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
- Listen carefully to what the young person or vulnerable adult has to say and take it seriously. Act at all times towards the child or vulnerable adult as if you believe what they are saying.
- It is not the responsibility of groups to investigate incidences of suspected child or vulnerable adult abuse but to gather information and refer only. Since you are not investigating, do not take photographs of injuries or video the child or vulnerable adult.
- Always explain to children, young people and adults in need that any information they have given will have to be shared with others, if this indicates they and or other children or other adults in need are at risk of harm;
- Notify the Club's Safeguarding Officer
- 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

- The Safeguarding Officer or Event Organiser should take immediate action if there is a suspicion that a child or vulnerable adult has been abused or likely to be abused. In this situation they should contact the Children and Young Peoples Service, adult social services or police.
- Once you have made contact with Children and Young Peoples Service or adult social services they should within 24 hours of receiving your referral:
 - discuss reasons for the concern with the referrer
 - 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 child's health or developments.
 - look at a further enquiry, assessment or take immediate action if necessary
 - consider timescales and how best to undertake it.

NB Parents / carers will need to be informed about any referral to social services unless to do so would place the child or vulnerable adult at an increased risk of harm.

Sometimes concerns about a child may not be about abuse. You may be concerned that a child or family need some help in making sure all the child's needs are met to address a particular problem. Examples of this might be where a child is suffering because of poverty or has a disability and needs extra help. In these instances, you can get them help from the Children and Young Persons Services who can use Common Assessment Framework (CAF) as a means of support.

Appendix 7

Considerations in allegations against officials, volunteers and organisers

Following an allegation:

The LADO (Local Authority Designated Officer) will pursue the allegation firstly with the Club to obtain further details of the incident and circumstances. The liaison with the Club should determine whether the allegation is unsubstantiated.

If the allegation is a definite possibility and there is cause for concern that a child or vulnerable adult is suffering, at risk or likely to suffer significant harm, then the LADO should initiate a strategy discussion with Social Services. The LADO and organisation should be involved in the loop of activity and outcomes.

If a criminal offence has occurred, then the LADO should immediately involve the police and decide whether an investigation is needed. The Club should be involved in any discussion. If relevant, the LADO or police will advise the Club that they have a “duty to refer” an individual to the DBS.

Appendix 8

Safeguarding Disclosures Procedure

Wanstead & Woodford Chess Club

Safeguarding Policy: Member's risk to juniors & vulnerable adults procedure

Definitions

“WWCC”, “the Club” - Wanstead & Woodford Chess Club

“JSC” - WWCC Junior Sub-Committee

“Junior Player” - a junior member (under the age of 18) of WWCC

“the Assessor” – Designated Lead Officer on Safeguarding or in absentia the Safeguarding Officer and in the absence of such officers being appointed the JSC whilst exercising safeguarding functions

“the Concerned” - the Member and/or Official in respect of whom information has been received indicating that that individual presents or be perceived to present a safeguarding risk to any Junior Player or vulnerable adult

“Chairman” - the Hon. Chairman of WWCC or, in the alternative, the Hon. President of WWCC, in the event that the Chairman is either a) not contactable, or b) is the Concerned.

Preamble

This policy was developed and adopted by the JSC on the 20th March 2017 in the exercise of its devolved WWCC safeguarding functions pending ratification by the Committee.

It supplements WWCC's stated and established policy of requiring parental supervision at all times during its activities which Junior Players attend.

In formulating this policy, the JSC had particular regard to the following:

- a) the statutory framework for safeguarding;
- b) the policies of the Club's landlord and the competitions in which it participates;

- c) safeguarding being the responsibility of all WWCC members and their guests;
- d) the paramount need for a safe environment for the playing of chess by Junior Players and vulnerable adults;
- e) parental expectations that those appointed to supervise Junior Players or placed in a position of trust by parents or guardians are suitable persons and have been appropriately vetted;
- f) preventing inappropriate persons having unsupervised contact with Junior Players or vulnerable adults;
- g) preventing opportunities for grooming of Junior Players or vulnerable adults.

Procedure

1. Information, which is not limited to Disclosure and Barring Service checks, that indicates that any WWCC member or official has presented or does or might present a safeguarding risk to any Junior Player or vulnerable adult shall be passed to and considered by the Assessor at the earliest practical opportunity.
2. In the event of a positive Disclosure and Barring Service Check the Concerned shall not be permitted to engage or continue to undertake any official capacity involving chess activities exclusively for Junior Players, or any club role supervising Junior Players or any position of trust of any Junior Player that their parent has conferred.
3. In respect of all other information the Assessor shall undertake a risk assessment to establish the level of risk that the Concerned presents to Junior Players and vulnerable adults in respect of the Club's chess activities which involve them.
4. As part of the risk assessment the Assessor shall consider what steps can be taken to reduce risk to ensure the safeguarding of Junior Players, vulnerable adults and the Concerned. Those steps may include notice to other WWCC Officers or appointed officials (being careful to maintain the appropriate confidences of any safeguarding reportee), the placing of restrictions on the Concerned whilst engaged in WWCC activities and the suspension of the Concerned from office or membership.
5. The Assessor shall provide a copy of the risk assessment to the Chairman and shall not act on the risk assessment or notify the Concerned without the authorisation of the Chairman. In the event that authorisation is not granted the Chairman shall determine the next steps which may include the convening of an additional Committee Meeting.
6. In the event that the Concerned has a club role supervising Junior Players or has been placed in a position of trust of any Junior Player by their parent or guardian the Assessor shall consider whether parents or guardians of Junior Players should be notified of the safeguarding concern and/or protective action taken in order that parents or guardians can make informed decisions and any such recommendations shall be made within the risk assessment, having due regard to the safety of the Concerned. The Chairman shall determine the next steps in respect of such disclosure which may include the convening of an additional Committee Meeting.
7. It is a condition of the Concerned's continued participation in WWCC activities that any restrictions and suspension terms are observed upon receipt of notification from the Assessor or the Chairman. In the event of breach by the Concerned an additional Committee Meeting

shall be convened to consider the Concerned's continued membership of WWCC under Clause 4 of the constitution.

8. The Concerned placed under restrictions under this policy has the right of appeal to the Committee. The Concerned whose membership has been suspended under this policy has the right of appeal to the Committee who may also consider whether membership should be revoked in the case of an ordinary member or a recommendation made to the membership in General Meeting to withdraw membership conferred on a honorary life member. All notifications of appeal shall be made in writing to the Chairman and shall set out any grounds and evidence relied upon. Any restrictions and suspensions shall remain in force pending the determinations of the Committee and General Meeting as applicable.

Adopted by the Junior Sub-Committee on 20th March 2017

(comprising Ian Hunnable (chair), Philip Staniland, Peter Nickals and co-opted Mark Murrell)

Approved and adopted by the Committee on 16th May 2017

Ratified by the AGM on 13th June 2017

Appendix 9

‘WHISTLEBLOWING’ AND HANDLING ALLEGATIONS WITHIN THE CLUB

It is the duty of everyone in the organisation to pass on any concerns or allegations of abuse of a child or vulnerable adult without delay:

- There should be a Safeguarding Officer to whom all concerns are referred. That person would then refer to the relevant Social Care Services through the Safeguarding Lead.
- It is important to share **any** child or vulnerable adult protection concerns with the relevant Social Care Services and to make a joint and open decision as to how to proceed.
- In the rare situations that the concerns are about the Safeguarding Officer or Safeguarding Lead, it is important to refer to the Chairman or other senior member of the Committee. This may not be appropriate, in which case any individual may personally refer direct to the relevant Social Care Services.

In extremely exceptional circumstances it is the duty of the person with the concern to refer under “Whistle Blowing” and contact the LADO (Local Authority Designated Officer), or the police if a crime may have been committed.

In an emergency, dialling 999 may be the only sensible course of action.

- The LADO, the relevant Social Care Services and/or the police will advise, assist and support you in any future actions you would need to take e.g. informing parents.
- Ensure that all everyone understands that:

Any whistle-blower disclosing information in good faith will be protected if he/she has a reasonable suspicion of abuse of a child or adult in need.

Appendix 10

Photography and Videos of Children

Recording the event with photos or videos can be really important to celebrate children's achievements. Unfortunately, photos and videos, including the use of camera phones, can be misused by child abusers, especially via the Internet.

It is therefore 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 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 are used.

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 contact your local Children's Social Care Services Office or out of hours / emergency duty officer.

Appendix 11

WANSTEAD & WOODFORD CHESS CLUB PRIVACY NOTICE

GENERAL

The Wanstead & Woodford Chess Club ("the Club") is a not-for-profit unincorporated members club promoting and engaging in chess leisure activity in the district of Wanstead & Woodford and more widely in Essex. It is a constituent body of Wanstead House Community Association ("WHCA") where the Club is based, with our members being members of WHCA. The Club is managed by a Committee drawn from members. It runs chess events for those member organisations and for individuals. Adults and children participate in our events and teams.

The Club is affiliated to the Essex Chess Association ("ECA") and its members are members of the ECA. We also participate in the North Circular Chess League, the London League and in national competitions run by the English Chess Federation ("ECF"). Our members are direct members of the ECF and the leagues in which we play are affiliated organisations to the ECF. The ECA is also a

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Membership Organisation for the ECF. The ECA acts as an agent of the ECF in collating the necessary information required of chess players to become a member of the ECF when requested to do so. The Club on behalf of those members who do not take out direct memberships with the ECF uses this facility to take out ECF membership for them so that they can play in our teams and in our internal events. The leagues in which we play require ECF membership as a condition of participation.

All of these organisations and WHCA receive personal information about you from the Club in order to facilitate your memberships of these organisations. That personal information takes the form of contact details and information to identify you as required, such as date of birth, grading reference and membership references. These organisations, the Club and you have a legitimate interest in this processing of your information. It is part of your membership contract with the Club and with these organisations, which you will expect to be the case. Gender and birth information provided is in the wider public interest in the data processing of the ECF which is explained further below. You are referred to the data protection policies and privacy notices of these external organisations as to their processing of your personal data.

The ECF has arrangements with many chess organisations in England and Wales for the rating of individual performances (“grading”) in competitions whether or not those individuals are direct members of the English Chess Federation. Those organisations have grading officers and we have arrangements with those graders to include our internal competition results in their grading reports to the ECF, which also include the results from the team matches we play. Both the ECF and the world governing chess body, Fédération Internationale des Échecs (“FIDE”), protect personal information by allocating a unique individual reference for grading purposes and for international rating purposes this is known as a “FIN”.

For age restricted competitions, personal identification data of Junior players is protected by using a player’s grading reference and/or FIN for eligibility. For players who are not known to the national grading or international rating databases information of a more personal nature (such as a date of birth or parts thereof depending on the organisation) is required for eligibility purposes so that those external organisations can create a reference code in accordance with their data protection policies to protect data of a more personal nature. Once this has been created for a player we delete this additional personal information. Age and gender information is required by these external organisations as part of the process for allocating a grading reference or FIN and to facilitate the search functions on their public rating databases for the benefit of individual chess players. You are referred to the data protection policies and privacy notices of these external organisations as to their processing of your personal data.

From time to time it may be necessary to ask members for additional personal information as to residence for example to meet eligibility criteria for chess competitions and for prizes. Once we are satisfied as to eligibility that information is deleted, save for confirming the basis of eligibility, as we no longer have a need to retain it.

The national grading and international rating databases together with our results archive and the archives of organisations in whose competitions our teams participate in are kept in the wider public interest of having national and international systems to measure and record performance (including by reference to age and gender) as well as keeping a statistical historical record of chess played. Those who play in our competitions or for our teams have a legitimate interest and an expectation that:

- a) their names and, if necessary for eligibility purposes, some birth information, with the names of their opponents will be passed to the ECF for grading along with the results of their chess games either directly or through the organisers of the events our teams enter;
- b) ECF will supply information to us and leagues about participants from their grading database, including name, grade, year of birth for junior players under the age of 18 on the 31st August, ECF grading reference and membership number;
- c) FIDE will supply information to us about participants from their international ratings database, including name, country of affiliation, rating, year of birth for junior players under the age of 18 on the 31st August, and FIDE reference;

- d) some additional personal information is necessary to ensure that eligibility criteria for competitions is met in the interests of fair play;
- e) the Club will maintain a statistical and historical archive of their results as will the organisations whose competitions are teams participate in and the ECF in its grading database in a wider public interest.

As an organisation we are committed to protecting and respecting the privacy of all who participate in the running of the Club, our members and those involved in our competitions whether they be players, parents and guardians, carers or organisers.

For junior chess players we have a legal obligation to process their date of birth as from the age of 13 they can exercise their own privacy rights and so that we can ensure appropriate safeguarding for our teams and at our events. Junior chess players, their parents and guardians have an expectation and a legitimate interest in the fairness of age restricted competitions or prizes.

We supply to the organisations that run the competitions in which our teams play personal information about:

- a) our team captains, managers and organisers, which can include combinations of name, address, email and phone number; and
- b) our players including name and where necessary for eligibility or ECF membership purposes county of origin, birth, gender and residence information.

We organise team and individual chess events for our members. We run representative teams in local, regional and national events. It is necessary to collect information to identify the players, maintain a record of results and pass that information to the organisers of those events and to the ECF for grading and to ensure eligibility to play criteria are met. It is also necessary to be able to contact participants through the contact information they supply to us.

Our members have a legitimate interest in participating in and being informed of our activities as well as about matters relating to their membership. We will seek prior consent of members if we send promotional material electronically to them.

Wanstead & Woodford Chess Club is what is known as the “Controller” of the personal information that is provided to us by our member organisations or individuals. It can be contacted through the Secretary whose details appear on our website.

WHY WE NEED YOUR DATA

To be able to function as a member organisation we need to be able to communicate with other chess and community bodies. The Club, our members and these organisations have a legitimate interest in such communications including information about our activities. Personal contact details are required for this purpose.

To be able to function as a membership organisation for individuals we need to be able to communicate with our members. These individuals and the Club have a legitimate interest in such communications including information about membership and our activities. Personal contact details are required for this purpose. Promotional material about the activities of the Club and chess in Essex is provided on our website and by e-mail. We do not use other forms of social media. To receive promotional material by e-mail you must provide consent.

To be able to take out ECF memberships for individuals on request we need to be able to pass on to the ECF through their agent the ECA the membership personal information they require of you. They, the Club and our members have a legitimate interest and expectation of this. Sensitive gender information is provided in the wider public interest to improve the representation demographic of women in chess. This is a stated policy aim of the ECF.

To be able to operate the Club under the terms of our Constitution the members of the two governing representative bodies (the Committee and the members in General Meeting) need to communicate

with constituent members). The Club and those members have a legitimate interest in such communications. Personal contact details are required for this purpose.

To be able to organise chess competitions our organisers and officials need to communicate with each other and with the organisers of the external events we play in and organisers of opposing teams and to be able to contact members about competitions and events. The Club and these individuals have a legitimate interest in such communications. Personal contact details are required for this purpose.

Consequent to the above, the contact details provided to us by members and players may be used to contact them by mail, telephone or e-mail for the above purposes of the Club.

Results of our internal and external competitions are usually submitted for grading by the ECF. This is usually done by our Grading Officer or event organiser. In submitting grading results to the ECF the competition graders are also what are known as “**Data Processors**” for the ECF. To be able to run competitions fairly, some of which have restrictions on entering according to age and/or grade, it is necessary to be able to identify participants, use their grade and results and forward information to the ECF for grading purposes. There are eligibility criteria for some competitions. In the interests of fair play, it may be necessary to seek additional personal information to satisfy ourselves and external organisations that players are eligible to play. It is also necessary for the Club, the organisations whose events our members participate in and the ECF to keep a historical statistical record of the chess played in events and for the more recent results to be publicly assessable from their respective websites. The Club and our members have a legitimate interest in these functions. Personal names and results and in some circumstances some birth or residence information and county of affiliation are required for these purposes.

WHAT WE DO WITH YOUR DATA

All the personal information we process is processed by our officials according to their specific roles within the Club. Other than the ECF for membership and/or grading purposes, ECA and WHCA for membership purposes and the organisers of events in which our teams play, no third parties have access to your personal information unless it is required by law or is necessary for the role you have accepted, or you have consented to its public accessibility via our website or promotional literature.

Personal data relating to your chess results is publicly available on our website, the websites of the organisations in which our teams play and from the ECF grading website (where results can be sorted according to age and gender). It is also archived for statistical and historical purposes as a permanent record. It is not possible to participate in our chess competitions if you object to this or to the passing of grading information to the ECF.

Our officials keep your personal information secure either on password protected systems or password protected files. The Secretary and Webmaster maintain central lists of contact details so that the Club can function as an organisation and officials can be contacted as appropriate. Other officials such as team captains and the tournament secretary keep contact details of those interested in playing for their teams or events.

HOW LONG DO WE KEEP YOUR DATA?

Other than information relating your chess results we only keep personal information for as long as you are a member or as long as is necessary to establish eligibility for competitions or whilst we await an ECF grading reference. After that it is deleted.

Members are responsible for keeping their own contact information up-to-date.

OUR WEBSITE

Our website does not use cookies. Some websites will invite you to use cookies which take and store information from your computer to make it easier to use their sites. Websites should notify you when they do. We do not collect personal data simply as a result of visiting our website.

Our website may display photographs of individuals taken during our activities. The taking of photographs at our events will be announced and is regulated in accordance with our safeguarding policy. Subjects may request that they are not portrayed or identified in any published material.

Our website may contain links to other websites. This privacy policy only applies to the use of our website. We cannot be responsible for other websites even if accessed via links to our website.

WHAT ARE YOUR RIGHTS

Club members can ask for a copy of the data the Club holds about them. If at any point you believe the information we process on you is incorrect you can request to see this information, and have it corrected or deleted in some circumstances or withdraw consent for promotional material. Members have the right to ask the Club not to process their personal data. However, in those circumstances it would not be possible to continue membership.

If a Club member or official provides information about another person, it is their responsibility to ensure that the other person has given their explicit consent to the processing of their personal data.

If you wish to raise a complaint on how we have handled your personal data, you can contact us through the Secretary to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>

SENSITIVE INFORMATION - SAFEGUARDING

To comply with laws on safeguarding children and adults in need having regard to our safeguarding policy, for social protection and for the purposes of our public liability insurance we may need from time to time to process personal information relating to:

- persons we may wish to appoint whose role includes supervision of children and/or adults in need in the absence of a carer, parent or guardian
- individuals participating in our events
- persons raising safeguarding concerns at our events
- persons having a safeguarding need.

All safeguarding sensitive information is confidential and is processed according to our legal requirements. Confidential information is maintained securely by our safeguarding team on free standing password protected systems and/or password protected files. In some instances that information may need to be shared with one or more of the Executive, other safeguarding officers in other organisations, Social Services or the Police depending on the circumstances. Sharing of safeguarding information is governed by Law and is undertaken in accordance with our Safeguarding Policy. In extreme circumstances processing may also be in the vital interests of the individual or involve social care.

We also hold non-confidential information relating to safeguarding at our events, which includes personal information about our organisers and officials. This is a necessary part of being able to run events that may include junior chess players or adults in need. Similarly, it is necessary for our contacting team to be contactable by those participating in or spectating at our events. The Club, our officials and organisers, junior players, adults in need, carers, parents and guardians have a legitimate interest in the processing of this personal information, including contact details.

Some safeguarding documents are retained for legal purposes in the interests of our members, visitors and our organisers. This archive also serves as a data back-up and is kept securely by the Secretary.

CHANGES

Any changes to this Privacy Notice will be announced on the Club's website.

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