

FAREHAM CHESS CLUB

RISK ASSESSMENT

There are a number of areas in which the risks need to be assessed:

1. Adult members of the Club whilst at the club : The risks here are considered minimal and all adult members should also be covered by the DoCOC Public Liability whilst at the club;
2. Adult non members attending the club with a view to joining;
3. Adult members of visiting teams attending the club for matches;
4. Adult members of the club when travelling to and attending at other clubs for away matches;
5. Junior members of the club and of visiting teams when playing at the club on normal club nights;
6. Juniors attending the junior club on Saturdays;
7. Transport of junior members to away matches and their attendance at those away matches;
8. Vulnerable adults. For the purpose of assessing risks the criteria adopted for junior members, where relevant, is considered appropriate.

NOTE :Overall responsibility for this policy rests with the Clubs Safeguarding Officer assisted as necessary by the President and Vice President. This policy should be kept under constant review and if necessary amended by the Club Committee. At least once yearly before the AGM the Committee should reconfirm the policies in a Committee meeting. An up to date version should be available at all times on the Clubs web site.

FAREHAM CHESS CLUB

RISK ASSESSMENT

Risks specifically attributable to the junior (U18) section of Fareham Chess Club

The following guidance specifically relates to children under 16 and those aged 16+ are considered more responsible and do not require constant parental supervision although guidelines regarding abuse are to be rigorously adhered to for everyone under 18.

It is our aim to achieve an area safe and free from harm, while assessing the Risk associated with the activities the juniors are participating in. Pursuing continuous improvements from year to year.

We undertake to assess the risk and discharge prevention action.

1. Stay up to date with legislation and guidance;
2. Recognise any signs of abuse whether Physical, Emotional, Sexual or Financial;
3. Ensuring Juniors participating in the senior club are protected when at the venue or being transported to other venues to play in away matches.

The Junior Club currently meets on Saturday mornings

4. The junior club membership form (see Annexure A) shall be completed by all parents when a junior first visits the club. These will be retained on file by the Committee member responsible for the junior club. Information thereon may be shared with committee members and team captains.
5. Juniors should remain in the club room at all times and should not visit other areas of the Duke of Connaughts Club with the exception of the toilets and then only after advising the supervising member;
6. At all times an appropriate DBS checked member shall have overall responsibility for juniors and such juniors should not be permitted to leave the room without first advising the (DBS authorised) member in charge;
7. A register should be maintained for all juniors present and such register should have names and contact details of the appropriate parent;
8. Parents should be encouraged to remain at the Club for the duration as the Chess Club cannot take on parental responsibilities;
9. When parents cannot remain this must be conveyed to and agreed with the member of the club in charge for that day;
10. The member in charge shall ensure all juniors only depart with authorised parents and shall not leave the club until all juniors have been collected.
11. Juniors over the age of 16 shall be entitled to leave the club on their own or with friends provided written permission has been received from the appropriate parent. Such permission to be retained with the register (see Annexure B) ;
12. Any concerns reported by the junior, their parents or any other member of the club should be logged and full details recorded (for format see Annexure C). These concerns should be acted on promptly, reported to the club Committee, investigated and, if necessary reported to appropriate authorities and parents.

Different Rules will apply when juniors attend the main club or away matches.

13. Juniors should remain in the club room at all times and should not visit other areas of the Duke of Connaughts Club with the exception of the toilets and then only after advising a Committee member or the team Captain;
14. Parents should be encouraged to remain at the Club for the duration as the Chess Club cannot take on parental responsibilities;

15. When parents cannot remain this must be conveyed to and agreed with a Committee member or the team Captain;
16. The Committee member or the team Captain shall ensure all juniors only depart with authorised parents and shall not leave the club until all juniors have been collected.
17. Juniors over the age of 16 shall be entitled to leave the club on their own or with friends provided written permission has been received from the appropriate parent. Such permission to be retained ;
18. Any concerns reported by the junior, their parents or any other member of the club should be logged and full details recorded. These concerns should be acted on promptly, reported to the club Committee, investigated and, if necessary reported to appropriate authorities and parents.
19. Parents could take their children to away matches and if this is not possible should give written permission for an appropriate member (usually the team Captain) to take them (see Annexure B);
20. Where a member takes a child to an away match to ensure the safety of the junior and to protect the adult against false accusations there should be at least 1 other adult travelling in the same vehicle at all times;

The following guidance is applicable at all times in dealing with juniors.

21. The adult(s) responsible shall, at all times, listen and support the Juniors in the activities, ensuring effective communication;
22. Give appropriate support and training to all juniors whilst ensuring they are not put under undue pressure;

The following guidance is applicable at all times at all club venues irrespective of whether or not juniors are present

23. Captains should always support and supervise the team;
24. Always assess the playing area for hazards. For example
 - a. Table and chairs must all be suitably maintained and stored when not in use.
 - b. At the DoCOC The Stage must be fully pushed home into its recess;
 - c. At the DoCOC The dispense trolley should be in its place;
 - d. All glasses and cups should be returned to the bar.
 - e. All spillages to be cleared up at once.
 - f. All gangways to be kept clear.
 - g. Access to fire escape to be kept clear.
 - h. Doorways need to be kept clear.

The Club has a Safeguarding Policy in place at Annexure D.

This policy is intended to mitigate against the risks identified above and also provide further support and protection to young people attending the club or visiting away venues.

ANNEXURE A

FAREHAM JUNIOR CHESS CLUB MEMBERSHIP FORM

Details of Junior member

Name: _____

Date of birth: _____ Current Age: _____

Phone number (if any): _____

Email address (if any): _____

- ☐ Please tick if you consent to us contacting the junior member on this telephone / e-mail.
- ☐ Please tick if you are happy for the junior member to play in club competitions (on Tuesdays) and play for club teams in the various leagues should they be eligible.

Details to be completed by parents, guardian or carer of young person under 16 years of age

Name: _____

Relationship to the young person: _____

Home Address (optional): _____

Contact phone number (e.g., Mother): _____

Alternate Contact phone number (e.g., Father): _____

Contact Email address (e.g., Mother): _____

Alternate Contact Email address (e.g., Father): _____

- ☐ Please tick if you **do not** want us to copy you in on all e-mails to the junior member.
- ☐ Please tick if you want copy e-mails to be blind copies.

Health

- ☐ Please tick if there any physical or mental health conditions which the Organiser need to know about and provide details below:

Photographs

- ☐ Please tick if you are happy for photographs to be taken of your young person whilst they are at Fareham Junior Chess Club, or representing the club, so that we can use these for publicity purposes? The photos will have been taken by an organiser of the club and will usually only appear on our website

Club Rules

In completing the membership form, both you as Parent / Guardian / Carer & young person agree to abide by the rules of the chess club and that of our hosts, The Duke of Connaught's Own Club.

We would draw your attention to the Risk Assessment and our safeguarding policy on our web site but in particular:

- any young person at a Primary / Junior school must be picked up from the club, and we will not leave them unaccompanied until a parent or guardian has collected them (or other person as agreed in writing with us [e-mail or text from an approved contact will suffice]. Please note that club members are volunteers and should juniors not be collected at agreed times they may be denied future attendance at the club;
- Unless otherwise agreed in writing Parents / Guardians are required to remain at the club for the duration of the juniors attendance and may play games with the juniors during normal club sessions, but they should not enter the playing area or communicate with the players when they are involved in a club match / tournament as it is essential that none of the children feel concerned about the presence of an adult whilst they are playing, either your child or their opponent;
- If the organiser is addressing the club about something, such as tournament rules, or announcing the winners of certificates etc, please be quiet whilst they speak;
- Please keep the venue clean & tidy when you leave, we are allowed this venue free of charge at the moment, and often just been cleaned shortly before we arrive;
- No potentially harmful physical contact between juniors, This is a chess club and we do not want anyone getting hurt, even if it is playful, and no harm is intended. Please limit contact to a handshake;
- No abusive language or swearing. Some of our juniors are very young and any such language gives the wrong impression and brings the club into disrepute. Parents using bad language will be evicted from the club along with the junior member;
- Parents or guardians are responsible for their children during the junior club session. In the case of young children brought to the venue, Parents or Guardians must act to always ensure their whereabouts and safety of their children;
- The organisers and helpers are not able to act "in loco parentis" and are not able to take responsibility for any child's actions, or for the actions of anyone that may affect your child.

Signed (Parent / Guardian / Carer) : _____ **Date:** _____

Signed (Junior Member) : _____ **Date:** _____

ANNEXURE B

FAREHAM CHESS CLUB

Meeting at the Duke of Connaught’s Own Club, 74 Western Road, Fareham

APPLICATION TO JOIN

Name:
Address:
.....
.....
Date of Birth: *(please have Parent / Guardian complete section 2 if U18)*
Home Phone Number:
Mobile Phone Number:
Email Address:

☐ **Please tick to indicate you have reviewed the Risk Assessment and Clubs Safeguarding policies on our web site.**

Signed:
Date:

=====

Any medical conditions that we should be aware of:
.....
.....

A contact in the event of an emergency:
.....
.....

If a member of a previous Chess Club

ECF Grading Ref (if known):
ECF Membership Number (if applicable):

- ☐ **Please tick if you object to your email and / or phone number being given or made known to other members of the Fareham Chess Club (eg Team Captains and Tournament organisers)? Please note if you tick this box you will not be kept up to date on news and events and may not be able to play in internal tournaments or league matches;**
- ☐ **Please tick if you grant permission for occasional photographs to be used on our website, the Hampshire website, and Hampshire Junior Chess website (if applicable), and any other local chess websites, mainly for promotional and reporting reasons only.**

Section 2: To be completed by Parents / guardians of players under 18.

Name:
Address: (if different from members address):
.....
.....

Contact Phone Number:
Alternate Contact Phone Number:
Contact Email Address:
Alternate Contact Email Address:

- ☐ Please tick to indicate you have reviewed the Risk Assessment and Clubs Safeguarding policies on our web site.
- ☐ Please tick to indicate if your child (over 16) may leave the club on their own or with their friends.
- ☐ Please tick to indicate if your child may be taken to away matches by the team Captain (or another member of the team) in accordance with paragraphs 19 and 20 of our Risk Assessment.

Please note that the parents or guardians of attending juniors (U16) at the senior club are required to remain at the venue during club sessions. Club members cannot act “in loco parentis” and are not able to take responsibility for any child’s actions, or for the actions of anyone that may affect your child. Only in exceptional circumstances can exceptions to this be made when it must be agreed in writing.

SIGNED:Parent/Guardian

ANNEXURES C

SAFEGUARDING LOG BOOK

In the event of any concern being advised by a junior, their parent or other club member in terms of paragraph 12 of the Clubs Risk Assessment the following should be logged in a hard back book / google doc kept specifically for this purpose

1. Date:
2. Name of person (s) raising the concern
3. Name of Junior or vulnerable adult about whom concern has been raised
4. Full details of the matter raising concern including details of any individuals involved and any witnesses
5. Signature and Name of person recording the concerns
6. Immediate action taken
7. Date reported to club Committee (this should be to the President or in his / her absence the Vice President who shall be responsible for organising the immediate investigation and advising, if appropriate, other relevant committee members);
8. Result of any investigation.
9. Action taken by the Committee as a result of this investigation (this could, for example, involve the expulsion of a member or even reporting the matter to the Police)
10. Whether follow up action is required and by when;
11. Details of such follow up action.

In the event of any complaint being about the President or Vice President the Secretary and Membership Secretary should be advised. If for any reason this is not possible the full Committee should be advised.

ANNEXURE D

Fareham Chess Club: Under-18 Safeguarding Code of Conduct for All Club Members

The Fareham Chess Club (FCC) and the Fareham Junior Chess Club (FJCC) acknowledges the duty of care to safeguard and promote the welfare of children and young people aged up to 18-years and is committed to ensuring its safeguarding practice reflect statutory responsibilities, government guidance and complies with best practice in line with those set down by The English Chess Federation (ECF), many of which are listed below. FCC and FJCC recognises that its members involved in chess for young people have a great opportunity to be a positive role model and help build an individual's confidence. Members are expected to:

- Ensure the safety of all young people by providing effective supervision and proper planning of organised chess activity. In particular: -
 1. A team captain including a junior member in their team, should ensure that the parent/guardian has been informed of their participation in each specific match.
 2. The team captain should ensure that transport arrangements to and from the match venue have been arranged to the parent/guardian's satisfaction. It is strongly advised that arrangements where one lone youngster is in a car with one adult be avoided.
 3. The team captain should ensure that the junior player leaves the venue under adult supervision as agreed previously with the parent/guardian.
 4. Junior activities should involve more than one other person being present or at least 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.
 5. There should always be at least two senior members in attendance at the club when there are unaccompanied junior members present.
 6. Encourage a parent/guardian of U-18 players to bring and collect that player from a normal Tuesday evening club night or a Saturday morning junior club meet unless they have made other arrangements. We also encourage parents of U-18 players to remain at the club during Tuesday evening and/or Saturday morning.
- 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.
- Treat all young people fairly ensuring they feel valued and respected. Have no favorites.
- 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 encourage sensible participation in chess activities.
- Be positive, approachable and offer praise to always promote the objectives of the club/organization.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded by the safeguarding lead within the club. Parents will be informed.
- Report incidents of alleged abuse or poor practice to the safeguarding lead.
- Have access to a telephone for immediate contact with emergency services if required.
- Ensure the rights and responsibilities of young people are enforced.
- Establish and address the additional needs of disabled participants.
- Not abuse young people physically, emotionally, or sexually.

- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping), remember young people learn by example.
- Refrain from smoking during direct coaching.
- Avoid taking photos without permission, especially of individuals.
- Not accept or give individual gifts to children and young people without permission from parents/guardians.
- 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.