

Cambridge Junior Chess & Go Club

Safeguarding Policy

Version 2.1, Updated 2026-05-05

Introduction

Cambridge Junior Chess & Go Club is committed to providing an environment where children can play Chess and Go safely and enjoyably. Children's rights, needs, and dignity are paramount.

Designated Safeguarding Lead

The club will appoint a Designated Safeguarding Lead (DSL) from its committee. The DSL is the first point of contact for safeguarding concerns. Their responsibilities include:

- Receiving and recording safeguarding concerns
- Referring concerns to appropriate authorities (e.g. children's services, police) where necessary
- Ensuring volunteers are aware of this policy
- Maintaining up-to-date safeguarding training

The DSL's name will be displayed at club meetings. They can be contacted via the club email address. If the DSL is unavailable, contact any committee member.

Club Responsibilities

The club aims to:

- Maintain an environment where children feel secure, are encouraged to take part in games of Chess and Go, and are listened to
- Provide equal opportunities to enter club competitions
- Ensure children know which adults they can approach if worried or in difficulty
- Maintain an effective relationship with parents
- Make parents feel welcome to attend club meetings

Health and Safety

The committee will carry out regular health and safety risk assessments, published on the club website, and ensure identified actions are completed promptly. The committee will communicate any fire safety information provided by the venue to members and parents.

Volunteers

The club will maintain a list of all adults involved in running the club, including committee members, teaching volunteers, website/social media helpers, and parents who assist regularly.

Induction

New volunteers must read this policy and confirm they will comply with it. This forms the club's initial safeguarding training. Volunteers must re-read the policy at least every 2 years.

DBS Checks

All volunteers who supervise meetings or may be left unsupervised with children must hold a current DBS check. The club will renew checks at regular intervals. Other volunteers may also be asked to obtain a DBS check if they have regular contact with children.

The required level depends on the role (see [DBS eligibility guidance on GOV.UK](#)):

Regulated activity (regular, unsupervised work with children)

Enhanced DBS with children's barred list. "Regulated activity" means teaching, training, instructing, caring for, or supervising children once a week or more, on 4+ days in a 30-day period, or overnight.

Supervised, regular work with children

Enhanced DBS (without barred list).

Ad-hoc or one-off activities, or no contact with children

A DBS check may not be needed. If requested, a Basic DBS is sufficient.

The club will bear the cost of all DBS checks and associated admin fees — volunteers will not be asked to pay.

Teenage Volunteers

The club welcomes teenage volunteers. The following safeguards apply:

- **Under 16:** Cannot have a DBS check (by law). Must be supervised at all times by a DBS-cleared adult. Teenage volunteers under 16 are themselves children for safeguarding purposes and are covered by this policy as members.
- **Aged 16–17:** Need an Enhanced DBS check if their role constitutes "regulated activity" (e.g. unsupervised contact with younger children). If always supervised by a DBS-cleared adult, they may not need a DBS check but must still be included in the club's safeguarding risk assessments. They are also still children themselves for safeguarding purposes and are covered by this policy as members.

Volunteers under the age of 18 must not have sole responsibility for younger children.

Conduct

All adults involved with running the club must:

- Treat everyone with respect and uphold children's right to privacy
- Protect children's wellbeing from foreseeable risk
- Handle concerns sympathetically and appropriately
- Encourage children to speak up about behaviour they dislike
- Avoid situations that could compromise their relationship with children
- Act with caution, recognising that actions may be misinterpreted
- Recognise that children have different abilities, backgrounds, and needs

It is not acceptable to:

- Permit bullying, ridiculing, or scapegoating
- Have inappropriate physical contact with children
- Show favouritism
- Use inappropriate language
- Leave any concern, disclosure, or allegation unrecorded or unreported

Membership Information

The membership form covers the following, and parents'/guardians' wishes will be respected:

- Whether the club may seek emergency medical treatment for their child
- Relevant medical conditions
- Whether contact details may be stored on a computer database
- Whether their child's photograph may appear on the club website

Photography

Photography at club meetings or events is not normally permitted. If photographs are to be taken (e.g. for publicity), explicit parental consent must be obtained, specifying exactly how the images may be used.

Reporting Concerns

Safeguarding is the responsibility of all adults at the club. The club's role is to recognise concerns and refer them — not to investigate.

Any adult with a concern about a child must inform the DSL or a committee member. The club will then take appropriate action, which may include contacting children's services or the police.

All incidents will be taken seriously and a record maintained of each incident and its resolution.

Any volunteer who becomes aware of a concern should:

- Listen carefully and reassure the child/parent that their concern is being taken seriously
- Write up and sign a dated, timed note of what took place
- Report to the DSL or committee as soon as possible