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## Bray Chess Academy

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### Information on our Child Protection Policy for Parents/Guardians

- Here at the Bray Chess Academy we are committed to providing a safe environment for children and young people. Children's welfare and safety is our top priority. We comply with Children First: National Guidelines for Child Protection and Welfare. To help us achieve this, we have a Child Protection Policy and Procedures which guide our work. Copies of our Child Protection Policy are available on our website.
- Parents/guardians are children's primary carers. We work in partnership with parents/guardians to ensure children's safety and enjoyment of the activities we offer. We ask you to take some time to read our guidelines and programme information. If you have any questions or concerns you can talk to **Mark Kilcullen**, our Designated Person for Child Protection.
- Here are some questions you might want to ask:

#### What is a child protection policy?

A child protection policy is a statement of the club's commitment to keep children and young people safe and to report any concerns about their welfare. The policy will contain procedures for how this is done in the club.

These will usually include:

- ✓ A code of behaviour for volunteers.
- ✓ A safe recruitment policy.
- ✓ A Designated Person who deals with child protection issues.
- ✓ Procedures for reporting concerns to the HSE.
- ✓ Procedures for dealing with allegations against volunteers.
- ✓ A confidentiality policy.
- ✓ A complaints policy.
- ✓ An accidents and incidents reporting policy.

#### What should I expect from an activity or group my child takes part in?

- You can expect your child's safety and welfare to be the top priority.

- You will be informed about and asked to give your consent for all activities your child is involved in.
- You will be asked for some personal information, such as contact details and any health information which is relevant for your child.
- You can expect that volunteers are carefully selected and suitable to work with children and young people.

#### What does confidentiality mean?

- Confidentiality means that information in relation to you or your children will only be shared with people who 'need to know'.
- Personal information about your family will be treated with respect and records will be securely stored.

#### Who does the club report to, if they have a child protection concern about a child or young person?

- If we have a child protection concern about a child we are obliged to report it to a Duty Social Worker in the Health Service Executive (HSE), or in an emergency, to An Garda Síochána.
- Reckless endangerment of children is a criminal offence under Irish law which could result in criminal prosecution and imprisonment for failure to comply with the relevant provisions of the appropriate legislation.

#### What information will be passed on?

- We will pass on the child's name, address and age, your name and address and will say what the reason for concern is.
- We will also include the name of the person making the report.
- Anyone making a report of suspected child abuse, provided they act 'reasonably and in good faith' will have immunity from civil liability (Protection for Persons Reporting Child Abuse Act, 1998).

#### Do I have a right to see information about me or my child?

- Yes. You have a right to see any records that are kept about you or your children.

#### Is there a code of behavior for volunteers, children and young people, parents?

- Yes. A code of behavior for volunteers, is part of our child protection policy.
- We have a code of behavior for children and young people.
- We have an anti-bullying policy.
- We also ask parents/guardians to comply with certain measures to ensure their children's safety (see below).

### Who can I talk to if I have a concern about a child?

- If you have a concern about a child or young person, you can talk to (Mark Kilcullen) our Designated Person. He will listen to your concern and explain our Child Protection Policy to you.
- Alternatively, you can contact a Duty Social worker in the HSE directly (contact details for local area Duty Social Worker - Bray, Social Work Department, The Civic Centre, Main Street Bray, Co. Wicklow: Tel 01 274 4180 / 4100).

### Is there a complaints policy? Who can I talk to if I have a complaint?

- Yes, we have a complaints policy.
- If you have a complaint you can talk or write to (Mark Kilcullen / 9 Edward Road, Bray Co. Wicklow / braychessacademy@gmail.com). We will respond to your complaint within one week.

### Does the club have a health and safety policy?

- Yes. Although only organisations which have their own premises and/or employ persons directly are required by law to have a safety statement and a health and safety policy under the Safety, Health and Welfare at Work Act 2005, we have produced an equivalent document addressing occupational safety at the club.

### Are volunteers vetted by the Gardaí and are references checked volunteers?

- References are checked for volunteers.
- Where Garda Vetting is available it will be obtained.
- All volunteers are asked to sign a declaration stating that they are suitable to work with children and young people and that they will abide by the club's child protection policy.

### Does the club have a policy for dealing with allegations against volunteers?

- Yes. Procedures for dealing with allegations against volunteers are part of the child protection policy.

### Can I come and visit or stay and watch the activities if I want to?

- Yes. You are always welcome to visit and stay.

## Parents Co-operation

**In order to help ensure children and young people's safety and welfare we ask parents to:**

- ✓ Bring and collect children on time for the activities. Volunteers at Bray Chess Academy are not responsible for children outside of programme hours.
- ✓ Give us any relevant information (e.g. health, ability, emergency contact).
- ✓ Follow directions of volunteers (facilitators/leaders) when requested.
- ✓ Complete and sign registration and consent forms for programmes as requested;
- ✓ We need at least one parent / guardian present at all assemblies in addition to the volunteers; Please let us know if you are available.

## Bray Chess Academy

# Child Protection Policy

## Statement

At the Bray Chess Academy we are committed to providing a safe environment for children and young people. Children's welfare and safety is our top priority. We comply with Children First: *National Guidelines for Child Protection and Welfare*.

Parents/guardians are children's primary carers. We work in partnership with parents/guardians to ensure children's safety and enjoyment of the activities we offer.

This Child Protection Policy is a statement of the club's commitment to keep children and young people safe and to report any concerns about their welfare. The policy contains procedures for how this is done in the club. These will usually include:

- ✓ A code of behaviour for volunteers.
- ✓ A safe recruitment policy.
- ✓ A Designated Person who deals with child protection issues.
- ✓ Procedures for reporting concerns to the HSE.
- ✓ Procedures for dealing with allegations against volunteers.
- ✓ A confidentiality policy.
- ✓ A complaints policy.
- ✓ An accidents and incidents reporting policy.

The following basic provisions must be in place in respect of Chess Academy Assemblies:

1. No assembly will take place if less than two volunteers are present for the full duration of the assembly;
2. At least one parent / guardian other than the volunteers must be present at all times during assemblies;
3. Volunteers should not give car lifts to young people to assemblies or home on their own;

If the above provisions are not met planned assemblies shall be canceled.

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## Definitions

Below are listed the intended meaning of selected terms appearing in this policy

- *The Club*: This is the Bray Chess Academy, a subsidiary of the Bray Greystones Chess Club;
- *Volunteers*: those members of the club or others who agree to provide supervision and / or mentoring to children on behalf of the club;
- *Assembly*: a club meeting for classes, games or competition at the Club base or at a remote venue;
- *Child Protection Officer (CPO)*: is the title given to the designated person in the club appointed to respond to child protection concerns reported by volunteers, parents, young people or others;
- *Statutory Guidelines*:
  - Children First – National Guidelines for the Protection and Welfare of Children 2011;
  - Code of Good Practice - Child Protection for the Youth Work Sector, 2nd Edition May 2003;
  - Our Duty to Care Code of Ethics and Good Practice for Children's Sport, 2003.

## Responsibilities within the Child Protection Policy

All parents, guardians and volunteers of Bray Chess Academy are responsible for the implementation of the Child Protection Policy, however there is a particular onus on adults to do so.

It is the responsibility of all such adults to ensure that:

- Their behaviour is appropriate at all times;
- They observe the guidelines established for the safety and security of young people;
- They follow the reporting procedures as outlined in this document following suspicion, disclosure or allegation of child abuse;
- They recognise the position of trust in which they have been placed and maintain a policy of transparency with the parents / guardians of members of Bray Chess Academy.

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## Code of Behavior for Volunteers

All volunteers in charge of children on club premises, in transit or at a location remote from the club shall adhere to the following rules:

- Volunteers should ensure they are capable of fulfilling their responsibilities to provide a safe secure environment for the young people in their care;
- Volunteers should ensure alcohol should not be present at assemblies;
- Volunteers should ensure appropriate ratio of adults to young people at assemblies. This should be no more than 10 children per adult subject to the mandatory criteria for assemblies set out in the [Statement](#).;
- Volunteers should engage in appropriate physical contact only;
- Volunteers should respect personal & sexual boundaries;
- Volunteers should discuss uncertainties with the Child Protection Officer or other;
- Photographs should not be taken of children without the written consent of the parents.

Volunteers should be aware of the following principals:

- Act in an open & visible manner;
- Be aware that sometimes it's better not to join in;
- Be positive in your conversation;
- Mixed gender sections need mixed leadership;
- Be alert to your own & others' emotions;
- Consider the situation;
- Don't put yourself or a young person in a vulnerable situation;

Volunteers should:

- never impart inappropriate knowledge or interact with a child in a manner that is unwanted and will result in hurt to the child;
- never seek to control and create dependence in a child;
- never engage in inappropriate touching of any form;
- never engage in sexually provocative games, talk or actions;
- never make sexually suggestive comments, even in fun;
- never spend time alone with a young person, if possible;
- never give car lifts to young people on your own, if avoidable
- never be over involved with a particular young person

- never tolerate favoritism, exclusion or harsh discipline

The relationship with parents is important for the effective protection of children. in this regard Volunteers should note the following:

- Volunteers should appreciate the trust which parents place in them.
- Listen carefully to what parents say about their children.
- If parents are expressing a concern, don't be defensive, try to understand it from the parents' perspective and seek to establish a common ground.
- Inform parents of any accidents and how they happened. Parents are understanding and accept scrapes and bumps occur.
- Should a difficult issue or misunderstanding arise with a parent always use calm, respectful, and supportive language when communicating with them to avoid the situation becoming confrontational. Small issues can easily turn into a stand-off situation and, when this occurs, it is the young person who is caught in the middle and who loses out.
- Introduce parents to the Code of Good Practice and the Child Protection Policy statement;
- Ensure parents are adequately briefed in respect of Club procedures;
- Know what is going on in the club.
- Ensure that anything you distribute to parents in writing is accurate and clearly stated. Be accurate on times, dates and location and avoid the use of jargon;
- Consent forms must be on official Bray Chess Academy Consent Forms which are downloadable on [www.braychessacademy.ie](http://www.braychessacademy.ie)
- Send your communication to the parents far enough in advance so that they can consider it and act, if you expect a response.
- Keep a copy of written communications.
- Never impart inappropriate knowledge or interact with a child in a manner that is unwanted and will result in hurt to the child;



## Safe Recruitment Policy.

Safe recruitment procedures are implemented as set put below to follow current best practice in Ireland. They are onerous but are considered necessary for the protection and safety of all involved.

Recruitment of volunteers shall be carried out as follows:

- Applications for the role of Volunteer shall be considered by the Child Protection Committee comprising the Child Protection Officer, the Club Secretary and the Club President. The decision of the committee shall be final;
- Volunteers must sign form 'Acceptance of Child Protection Policy and Code of Behaviour for Volunteers' and provide to the Child protection Officer for record purposes;
- Volunteers will only be accepted where two vetted personal references have been received. These will not be family references and at least one will be from outside the club;
- Volunteers will submit for Garda vetting as per 'Children First: National Guidance for the Protection and welfare of Children';
- Vetting will be renewed every 5 years;
- Vetting results will be stored no longer that in needed;

## Designated Person who Deals with Child Protection Issues.

The club has appointed a Child Protection Officer (CPO) who is designated to deal with Child Protection Issues on behalf of the club. The CPO is appointed by the Club Committee. His name is recorded in the Club Minutes and his contact details are made available on the club website to ensure he is available to all members and parents

The CPO is provided with regular and up to date training in respect of child protection best practice. He has been subject to vetting by the Club Committee and the Garda Síochána.

The CPO oversees all child protection matters on behalf of the Club. Particular to his remit are the following:

- He is the primary club contact for complaints in respect of child protection;

- He is the primary liaison with external child protection bodies;
- He reports to the club committee on child protection matters;
- He maintains the Child Protection Policy and Procedures on behalf of the club;
- He monitors club activities for compliance with the child protection policy and procedures, and has the authority to cancel assemblies in the event he considers the policies are being breached.

## Procedures for Reporting Concerns to the HSE.

All members of the Bray Chess Academy are responsible for the implementation of the Child Protection Policy, however there is a particular onus on adults to do so.

It is the responsibility of all such adults to ensure that:

- their behaviour is appropriate at all times;
- they observe the guidelines established for the safety and security of young people;
- they follow the reporting procedures as outlined below following suspicion, disclosure or allegation of child abuse;
- they recognise the position of trust in which they have been placed and maintain a policy of transparency with the members of Bray Chess Academy and their parents / guardians.

In law a child is defined as someone under the age of 18 years, who is not or has never been married ( Child Care Act 1991, Children Order 1995)

The procedures set out in 'Children First: National Guidelines for Child Protection and Welfare' are adopted wholesale in respect of reporting concerns to the HSE and the Garda Síochána. The Child Protection Officer is responsible for ensuring the procedures are followed.

## Procedures for dealing with allegations against volunteers.

In the event an allegation is made against a volunteer by a child, parent or other individual, the volunteer will be immediately removed from interface with the children and the matter referred to the Child Protection Officer.

Once he has been informed of principals of allegations he will decide on the follow up actions necessary.

## Confidentiality Policy.

All personal information supplied to the club and stored by the club will be treated as confidential and will be destroyed once it is no longer needed.

Any information provided shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess Academy or medical personnel, and only when necessary, without prior permission.

Parents are assured that:

- Information in relation to you or your children will only be shared with people who 'need to know'.
- Personal information about your family will be treated with respect and records will be securely stored.
- Parents have a right to see any records that are kept about their children.

## Complaints Policy.

If you have a complaint you can talk or write to (Mark Kilcullen / 9 Edward Road, Bray, Co. Wicklow / braychessacademy@gmail.com). We will respond to your complaint within 5 working days.

In the event an allegation is made against a volunteer by a child, parent or other individual, the volunteer will be immediately removed from interface with the children and the matter referred to the Child Protection Officer.

Once he has been informed of principals of allegations he will decide on the follow up actions necessary.

Where a complaint is made against a guardian or young member, the CPO will record the details of the complaint and will decide on the follow up actions necessary. Parents will be consulted in this regard.

All personal information supplied to the club and stored by the club will be treated as confidential and will be destroyed once it is no longer needed.

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## Accidents and Incidents Reporting Policy.

Should an accident / incident occur, all the facts, contact details of all concerned and medical/other intervention (if such was necessary) will be accurately recorded as early as is practicable. This information will be provided to the club committee, to the club insurers and to others as appropriate.

### **Medications**

It is noted that parents / guardians have primary responsibility for the medical needs of their children.

All youth members under the age of 18 years must have a membership registration form completed and signed, consenting to club activities. This form should be completed for them by their parents / guardians who should be aware that the medical information requested on the form is needed, and of the importance of giving full and accurate medical details on their children.

Most sections will have young people who either take medication on a long-term basis (e.g. children with epilepsy or cystic fibrosis) or have to take it for a defined period of time (e.g. a course of antibiotics). Young people who have severe asthma may need daily inhalers but may also need additional dose in the event of an attack.

Accidents and incidents should be recorded on the Accident / Incident Report form included with this document. It should be completed by the Child Protection Officer only.

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## Anti Bullying Policy

Bray Chess Academy wish to provide the best possible environment for all young people involved in chess in Ireland. Young people deserve to be given Enjoyable, Safe Chess Opportunities, Free of Abuse of any kind. All participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and Chess leaders with fairness and respect.

### **Young players are entitled to:**

- (1) Be Listened to;
- (2) Be Believed;
- (3) Be Safe and to Feel Safe;
- (4) Be treated with Dignity, Sensitivity and Respect;
- (5) Have a Voice in the Club;
- (6) ) Participate on an Equal Basis;
- (7) Be Happy, have Fun and Enjoy chess;
- (8) Experience competition at a level at which they Feel Comfortable;
- (9) Make Complaints and have them Dealt with Fairly and Reasonable;
- (10) Get Help against Bullies;
- (11) Say No;
- (12) ) To Protect their Own Bodies;
- (13) Confidentiality.

### **Young players should always:**

- (a) Treat Chess Leaders with Respect, e.g. Coaches and Volunteers;
- (b) Play Fairly at all times and do their Best;
- (c) Respect other Members, even when things go wrong;
- (d) Respect Opponents and be Gracious in Defeat;
- (e) Abide by the Rules set down by Club Volunteers when travelling to away assemblies;
- (f) ) Behave in a manner that avoids bringing Irish Chess into disrepute.
- (g) Talk to the club's Child Protection Officer if they have any problems.

### **Young Chess Players should never:**

- (i) Cheat.
- (ii) Use Violence or Inappropriate Physical Contact.
- (iii) hout or Argue with Volunteers, Team Mates or Opponents.

- (iv) Harm Team Members, Opponents or their Property,
- (v) Bully or use Bullying Tactics to Isolate another Club Member.
- (vi) Use Unfair or Bullying Tactics to Gain Advantage.
- (viii) eep Secrets, especially if they Cause Harm or relate to Harm Caused;
- (ix) Tell Lies about Adults or other Young People.
- (x) Spread Rumours.

### **What is Bullying?**

Bullying can be defined as repeated aggression be it verbal, psychological or physical, conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

### **How would you know if a child is being bullied?**

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

### **The following indicators are warning signs that a young person might be getting bullied.**

- (1) Reluctance to come to a venue or take part in activities.
- (2) Physical signs (unexplained bruises, scratches, or damage to belongings).
- (3) Stress-caused illness – headaches, and stomach aches which seem unexplained.
- (4) Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- (5) Frequent loss of, or shortage of, money with vague explanations.
- (6) Having few friends.
- (7) Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed).
- (8) Not eating.
- (9) Attempting suicide or hinting at suicide.
- (10) Anxiety (shown by nail-biting, fearfulness, tics).

There are other possible reasons for many of the above.

### **Who should deal with bullying?**

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the HSE/Social Services or to the Gardai (see Code of Ethics). Dealing with bullying behaviour is normally the responsibility of all Volunteers within the club.

### **How can it be prevented?**

Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member.

- (a) Deal with any incidents as they arise.
- (b) Use a “Whole Group” policy or a “No-Blame Approach”, i.e., by not “Bullying the Bully” but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a “Shared Concern” of the group. (see below)
- (c) Reinforce that there is a “Permission to Tell” culture rather than a “Might is Right”.
- (d) Encourage young people to negotiate, co-operate and help others, particularly new or different children.
- (e) Offer the victim immediate support and put the “No Blame Approach” into operation.
- (f) Never tell a young person to ignore bullying, they can’t ignore it, it hurts too much.
- (g) Never encourage a young person to take the law into their own hands and beat the bully at their own game.
- (h) Tell the victim there is nothing wrong with them and it is not their fault.

## **Creation of a positive environment through discipline**

Young people in Bray Chess Academy need to learn to become responsible for themselves and to accept themselves and others. Discipline should always be positive in focus, providing the structure that allows young people to learn to set their own goals and strive for them.

Where possible the main form of discipline should be through praise for:

- a. effort; and
- b. social skills as well as traditional chess skills.

Members must be helped to understand the responsibilities and implications of the freedom to make choices and decisions. Expectations of behaviour should be positively stated, agreed and communicated clearly to all involved in any activity.

## **Sanctions**

Sanctions are an important element in maintaining discipline. However, members should have a clear understanding of where and when particular sanctions are appropriate.

Sanctions should be used in a corrective way designed to help young people improve now and in the future. A Code of Conduct devised in conjunction with the members and selected parents and one which they themselves have agreed to, can be a particularly effective device. A copy to parents can be helpful.

Sanctions should not be used to retaliate or to make the member feel better.

Sanctions should be fair, and in the case of persistent offences should be progressively applied. The following steps are suggested:

- Jointly with members and adults draw up and agree a Code of Conduct;
- Warning or sanction (e.g. temporary exclusion from the activity) if the Code of Conduct is broken;
- An interview if the Code is broken again. Members can request a parent or another member to be present. Record the date, those in attendance and outcome of the interview;
- Longer term exclusion for continued breaking of the Code and involvement of parents /guardians.

Sanctions should:

- Be used sparingly;
- Be administered in a consistent way;
- Never use any form of corporal punishment or physical force;
- Not expose a young person to embarrassment or disparagement by use of negative remarks about the young person or his / her family.



## Travelling to Assembly - Guidance Note:

When it is necessary to pre-plan that Volunteers transport children to or from an activity / event, there are a number of issues that need to be considered. Volunteers should be mindful that;

- ✓ Parental consent forms have been obtained and are with the Volunteer in Charge - present for the duration of the activity;
- ✓ They have appropriate insurance cover;
- ✓ Vehicles used have appropriate child safety restraints and booster seats / cushions;
- ✓ They ensure that children and adult passengers wear a seat belt at all times;
- ✓ They ensure that children are restrained in the appropriate booster seat / cushion for their weight and height (see [http://www.rsa.ie/ childsafetyincars/](http://www.rsa.ie/childsafetyincars/) for further information.);
- ✓ Appropriate adult / youth supervision ratio is maintained;
- ✓ They have a point of contact and mobile phone should they break down;
- ✓ Parents are informed of the place and time that children are to be collected;
- ✓ Arrangements are put in place for the possibility of 'Late Collections'. Volunteers should have contact details for parents and parents should have contact details for drivers so that contact can be made in relation to emergencies or late collections;
- ✓ Volunteers should be fully registered and therefore have gone through the Reference checking and Garda/Access NI vetting process;
- ✓ Children should be made aware in advance of what adults they will be travelling with and should be comfortable about the arrangements. If a child exhibits or expresses discomfort with the transport plans then alternative arrangements should be discreetly made for that child. Where the person about whom the child expresses anxiety is not the parent/legal guardian, it would be appropriate to contact the parent/legal guardian seeking the alternative option for the child's transport home;

Volunteers making private arrangements with other parents to give car lifts to their child(ren) should also be mindful of their responsibilities in relation to the above issues.

It is recommended that Volunteers always have another Volunteer/adult present if giving car lifts to children. Should an unplanned circumstance arise where this is not possible it is advisable that there be a minimum of two children present for the entire journey;

Should an emergency situation arise where it is unavoidable that a Volunteer must make a journey alone with a child, this should be recorded, and the child's parent and the Group Leader should be informed as soon as possible;

Parents, who are not Volunteers, may co-operate to organise transport for their children to and from activities or events. This would constitute a private arrangement between the parents and the responsibilities in relation to those arrangements lie with them.

## Equality, Anti-Racism and Diversity Policy

The Bray Chess Academy is committed to promoting equality, fairness and respect. We aim to create an environment where diversity is recognised, valued and celebrated. We will provide opportunities for all members and visitors to develop and to fulfil their potential. We will engage fully with our diverse club. We will take care to assess the impact of our policies and their implementation on race, religion and belief, gender, gender realignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity and age equality. These are the 'Protected Characteristics' contained in the Equality Act 2010, and they also correspond broadly with the headings under which citizens are legally protected from discrimination in employment and other aspects of participation in society in equality legislation in the Republic of Ireland, namely the Equal Status Act 2000 as amended by the Equality Act 2004.

BCA aims to provide an environment where we will:

- Encourage recruitment of membership that reflects, at all levels, the diversity of the communities where they operate and of society as a whole;
- Treat all our members and outside contacts with dignity and respect;
- Provide members and visitors with the opportunity to develop and realise their full potential.
- Take positive action to secure equality of opportunity;
- Ensure that our volunteer recruitment processes are fair, objective and free from bias or stereotyping;
- Endeavour to ensure that Bray Chess Academy delivers excellent service to its diverse community.

### **Discrimination**

Direct discrimination is defined as less favourable treatment 'because of' a protected characteristic, such as: Age, Disability, Gender reassignment, Marriage or civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation, or any other factor that distinguishes them.

Indirect discrimination occurs when a policy or practice that applies in the same way for everybody has an effect which particularly disadvantages people who share a protected characteristic.

## AND PROCEDURES

The Bray Chess Academy will strive to ensure discrimination does not occur in any form in the club.

The BCA is required to comply with legislation concerning diversity and equality, in the delivery of services and in the provision of employment opportunities. BCA will comply with current and emerging antidiscrimination legislation, as defined in the following Acts:

- The Equality Act 2010, and, in the Republic of Ireland, the Equal Status Act 2000 as amended by the Equality Act 2004.

The BCA recognises that legal obligations in relation to discrimination may overlap between the different groups. There are also diverse groups that are not explicitly protected by the law, but it is BCA policy to ensure good practice in diversity and equality to all members and communities.

### Racism

The BCA recognises the harmful effect that racism has on all. The BCA acknowledges and values diversity as an asset to be built upon. In all its activities the BCA will recognise diversity, in terms of, for example, language, dress or faith, and will respond sensitively to the different needs of different groups of people.

### Gender Discrimination

The BCA recognises the harmful effects of sexism and unfair discrimination on the grounds of gender and gender identity and will not tolerate it. Negative attitudes and prejudices lead to sexual harassment and unfair treatment in club activity.

The BCA will ensure that transsexual members, volunteers, visitors and guardians can expect privacy and their gender histories remain confidential in line with legislation.

### Disability

The BCA will recognise the unique needs of disabled people and make appropriate, reasonable adjustments to environment to remove substantial disadvantage, as required under current legislation. This includes both physical access and access to information.

## Responsibilities

All Members, Volunteers and Guardians are responsible for:

- Maintaining an environment that is free from discrimination, harassment, bullying and victimization;
- Ensuring that behaviour complies with equality and diversity legislation;
- Respecting the dignity of others;

## AND PROCEDURES

- Speaking out against discrimination, harassment and bullying they are subject to or witness taking place;
- Demonstrating valued behaviours;
- Maintaining confidentiality on issues raised.

**Reporting Inappropriate Behaviour or Conditions**

In the event that an individual encounters behaviour or conditions he considers unacceptable in respect of equality, anti-racism and diversity, he should bring this to the attention of a member of the club committee. The Committee agrees to provide a considered response and appropriate action to address the matter within the timeframe of two subsequent committee meetings.

## Safety Statement

The Safety Statement is seen as the essential ingredient in the formula for the implementation and management of safety, health and welfare procedures within the club. Its purpose is to identify the policy and procedures that the club is going to use in order to effectively carry out these tasks.

The Bray Chess Academy Committee has, and continues to identify the hazards and assess the risks associated with normal club activity and to put these details in a written format and also to specify the manner in which the safety, health and welfare of its members and other related persons is to be secured.

This written format is the safety statement. One could best describe this as a living document because it is constantly being reviewed and updated in order to ensure its effectiveness and purpose.

Simply put, a safety statement is the clubs plan on how it will manage matters relating to the health and safety of its members, visitors and other affected by the clubs activities.

The terms of the safety statement are brought to the attention of the members and other persons who may be affected by this document. The safety statement is reviewed annually. This is accomplished by hosting it on the Bray Chess Academy website - [braychessacademy.ie](http://braychessacademy.ie).

**This is a living document and should be constantly revised and updated in line with changes in work practices, Club structures and any changes in legislation.**

### MESSAGE FROM THE CLUB CHAIRMAN

It is the policy of the Bray Chess Academy to provide a safe and healthy club for all our members, and visitors and to observe all State Legislation and Regulations.

We have and will continue to maintain a safety and health programme designed to guide our Members to follow safe practices, which will recognise and correct unsafe conditions.

Safety is a part of each parent and volunteer's job. Active participation and adherence to our safety system is a condition of each member's membership. No member is required to participate in something that he or she knows is not safe.

Therefore, we must work to make every member safe by detecting and correcting unsafe conditions. This also includes detecting unsafe practices and reporting any defects in plant, equipment or unsafe practices to your Club Chairman.

Our safety policy has equal importance with the Club's policies of providing the best quality and most productive service in our institution.

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards of our activities, we must maintain a constant safety awareness to achieve this goal.

I earnestly request your co-operation in playing your part to eliminate accidents in our club so that we can all enjoy our leisure time free from any injuries sustained while involved in club activities.

Mervyn Honner  
(Club President)



Date: TUESDAY: 15<sup>TH</sup> MARCH. 2016.

## **INTRODUCTION TO OUR SAFETY STATEMENT**

To: All Members, and Visitors

This Safety Statement sets out the safety programme of the Bray Chess Academy, and specifies the manner in which it is to be achieved, and acknowledges the requirement to carry out & record Risk Assessments as well as adhering to all associated regulations and legislation where applicable.

Our Club will have as a constant objective, the creation and maintenance of a safe leisure environment. This statement specifies the manner in which it is going to achieve the objective of making our entire clubs safe places to work, in so far as is reasonably practical.

Members should pay particular attention to the section outlining the hazards and risks as indicated in this document & any other dynamic risk assessments brought to their attention on any club activities and the controls to eliminate or reduce the risks involved in club activities.

All steps to ensure your safety are taken by the Bray Chess Academy but you also have your own legal and moral responsibilities for your own safety and that of other club members. You must participate in club activities safely and do everything you can to avoid accidents in our club.

The Bray Chess Academy will review and where necessary revise the Health and Safety and Welfare Policy to reflect any change in the Club's undertaking and will continue to give priority to the health and safety of Parents, Guardians, Volunteers, Members and the general public

The Bray Chess Academy undertakes to bring the policy statement and revision of it to the notice of all Members.

**RISK ASSESSMENT & STANDARD OPERATING PROCEDURE**

<b>Organisation</b>		Bray Chess Academy				<b>RA/SOP Number</b>		<b>RA01</b>			
<b>Task/Activity</b>		Assembly at Esplanade for lessons, play				<b>Date</b>		Jan 2016			
						<b>Assessor</b>		Mk			
		<b>Key hazards associated with the above task/activity.</b>									
1	Fire outbreak										
2											
3											
4											
5											
6											
7											
8											
9											
<b>PERSONS AFFECTED</b>					<b>PPE REQUIREMENTS</b>						
<b>Club Members</b>	X				<b>Hi-Viz Clothing</b>		<b>Gloves</b>	<b>Food &amp; Fluids</b>			
<b>Members of Public</b>	X				<b>Walking Boots</b>		<b>Head gear</b>	<b>Whistle</b>			
<b>Young Persons</b>	X				<b>Rain Gear</b>		<b>Day Pack</b>	<b>First Aid Pack</b>			
<b>CONTROL MEASURES</b>											
<ul style="list-style-type: none"> <li>Follow Esplanade Fire Emergency Plans; Accept instruction from designated persons;</li> <li>Volunteer to ensure all club personnel stay together;</li> <li>Parents to be contacted once position of safety establishes;</li> <li>Members to be secured and supervised by no less than two volunteers until collected by parents</li> </ul>											
<b>Risk Rating Before Controls</b>			<b>Medium High Risk</b>			<b>Risk Rating After Controls</b>			<b>Low Risk</b>		



**RISK ASSESSMENT & STANDARD OPERATING PROCEDURE**

<b>Organisation</b>	Bray Chess Academy				<b>RA/SOP Number</b>	<b>RA02</b>			
<b>Task/Activity</b>	Assembly at Esplanade for lessons, play				<b>Date</b>	Jan 2016			
					<b>Assessor</b>	mk			
	<b>Key hazards associated with the above task/activity.</b>								
1	Moving chess equipment / cases about the hotel, transporting								
2									
3									
4									
5									
6									
7									
8									
9									
<b>PERSONS AFFECTED</b>					<b>PPE REQUIREMENTS</b>				
Club Members	X				Hi-Viz Clothing		Gloves	Food & Fluids	
Members of Public					Walking Boots		Head gear	Whistle	
Young Persons	X				Rain Gear		Day Pack	First Aid Pack	
<b>CONTROL MEASURES</b>									
<ul style="list-style-type: none"> <li>Equipment cases to be moved, packed and unpacked only by persons with training in manual handling.</li> </ul>									
<b>Risk Rating Before Controls</b>		Medium High Risk			<b>Risk Rating After Controls</b>			Low Risk	

**RISK ASSESSMENT & STANDARD OPERATING PROCEDURE**

<b>Organisation</b>		Bray Chess Academy				<b>RA/SOP Number</b>		<b>RA03</b>			
<b>Task/Activity</b>		Travel to Assemblies				<b>Date</b>		Jan 2016			
						<b>Assessor</b>		mk			
		<b>Key hazards associated with the above task/activity.</b>									
1	Child Protection Risk										
2											
3											
4											
5											
6											
7											
8											
9											
<b>PERSONS AFFECTED</b>					<b>PPE REQUIREMENTS</b>						
<b>Club Members</b>	X				<b>Hi-Viz Clothing</b>		<b>Gloves</b>		<b>Food &amp; Fluids</b>		
<b>Members of Public</b>					<b>Walking Boots</b>		<b>Head gear</b>		<b>Whistle</b>		
<b>Young Persons</b>	X				<b>Rain Gear</b>		<b>Day Pack</b>		<b>First Aid Pack</b>		
<b>CONTROL MEASURES</b>											
<ul style="list-style-type: none"> <li>Signed Permission form to be received from all parents / guardians for travel to Assemblies;</li> <li>All volunteers to adhere rigorously Child Protection Policy and Procedures;</li> <li>Club Travel to Assembly Guidance to be adhered to;</li> <li>At least one Parent / Guardian shall accompany the group to the Assembly;</li> </ul>											
<b>Risk Rating Before Controls</b>		Medium High Risk			<b>Risk Rating After Controls</b>			Low Risk			

**RISK ASSESSMENT & STANDARD OPERATING PROCEDURE**

<b>Organisation</b>	Bray Chess Academy					<b>RA/SOP Number</b>							
<b>Task/Activity</b>						<b>Date</b>							
						<b>Assessor</b>							
	<b>Key hazards associated with the above task/activity.</b>												
1													
2													
3													
4													
5													
6													
7													
8													
9													
<b>PERSONS AFFECTED</b>						<b>PPE REQUIREMENTS</b>							
<b>Club Members</b>						<b>Hi-Viz Clothing</b>		<b>Gloves</b>		<b>Food &amp; Fluids</b>			
<b>Members of Public</b>						<b>Walking Boots</b>		<b>Head gear</b>		<b>Whistle</b>			
<b>Young Persons</b>						<b>Rain Gear</b>		<b>Day Pack</b>		<b>First Aid Pack</b>			
<b>CONTROL MEASURES</b>													
<b>Risk Rating Before Controls</b>				<b>Medium High Risk</b>				<b>Risk Rating After Controls</b>				<b>Low Risk</b>	

## Forms

This section provides Templates of forms used in Child protection at Bray Chess Academy;

### Forms List

- Bray Chess Academy Consent Forms: Membership Application Form
- Bray Chess Academy Consent Forms: Permission to travel to Assembly;
- Bray Chess Academy Consent Forms - Photographs;
- Bray Chess Academy Consent Forms: Volunteer Application Form;
- Bray Chess Academy Consent Forms: Garda Vetting Form;
- Bray Chess Academy Consent Forms: Acceptance of Child Protection Policy and Code of Behaviour for Volunteers;
- Bray Chess Academy Consent Forms: Declaration of Suitability to Work with Children;
- Bray Chess Academy Attendance List.

## Bray Chess Academy: Membership Application Form

### General Consent

I/We the parent(s)/guardian(s) of \_\_\_\_\_ who was born on \_\_\_\_/\_\_\_\_/\_\_\_\_ hereby register my/our child as a member of Bray Chess Academy and give permission for him/her to participate in all meetings and activities organised and run by Bray Chess Academy from September 2015 to August 2016.

I/We authorise confirm and agree that the Bray Chess Academy or their nominee shall have authority over our child and the right to give lawful instructions to our child to the same extent as we ourselves would be able to do so.

I/We confirm and agree that our child shall be bound by the Bray Chess Academy Code of Conduct, a copy of which has been provided to me/us.

### Other Consents/Details

Do you give permission and consent that photographs may be taken for promotional and record purposes during activities which may include your child?

Yes

No

### Medical Consent

I/We understand that in the event of my/our child requiring medical attention all reasonable efforts will be made to contact me/us (or the Alternative Emergency Contact if I/we are uncontactable) at the contact numbers provided on this form.

In the event of my/our child being taken ill or injured during the period of this consent, I/we hereby consent to any emergency medical, surgical or dental treatment that may be necessary in a situation where I/we cannot be contacted for the purposes of giving consent at the time of treatment. I/We hereby authorize the Bray Chess Academy specified to communicate our consent to any treating medical/dental practitioner.

I/We confirm that the medical details in relation to my/our child are correct.

### Medical Details

These are the medical details of my/our child.

If you answer YES to any question, please provide details in the space provided below.

	Yes	No
Has your child any serious illnesses or other medical conditions?		
Does your child take any regular medications?		
Any Medications your child is allergic to, must not be prescribed/given?		
Does your child have any allergies?		
Has your child any special dietary requirements?		
Has your child been fully vaccinated? If not, state which received.		
Has your child any medical history of which we should be aware?		

Provide Specific Detail Below:

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**Family GP Details**

Family GP: \_\_\_\_\_ Address \_\_\_\_\_  
Name \_\_\_\_\_  
Telephone \_\_\_\_\_

The information gathered on this form is necessary for the following purposes:

- To register your child's details with Bray Chess Academy for membership and insurance purposes
- To allow us to communicate with you concerning Bray Chess Academy activities which your child may be engaged in.
- To allow us to provide medical details to medical professionals, should the need arise

**Parent(s)/Guardian(s) Contact Details**

Names \_\_\_\_\_  
Phone (Home) \_\_\_\_\_  
Phone (Work) \_\_\_\_\_  
Phone (Mobile) \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_

**Alternative Emergency Contact**

Names \_\_\_\_\_  
Phone (Home) \_\_\_\_\_

**Additional Information**

Please include any additional information including any special needs or conditions (e.g. travel sickness etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please append a separate sheet if more space is needed.

**Signature of Parent(s)/Guardian(s)**

Signature(s) \_\_\_\_\_  
Date \_\_\_\_\_

The information provided in this form shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess Academy or medical personnel, and only when necessary, without prior permission.

## Bray Chess Academy: Permission to Travel to Assembly

### Consent

I/We the parent(s)/guardian(s) of \_\_\_\_\_ hereby give permission for my/our child as a member of Bray Chess Academy to travel to the Assembly identified below:

I/We authorise confirm and agree that the Bray Chess Academy or their nominee shall have authority over our child and the right to give lawful instructions to our child to the same extent as we ourselves would be able to do so.

I/We confirm and agree that our child shall be bound by the Bray Chess Academy Code of Conduct, a copy of which has been provided to me/us.

### Assembly Details

Details of the Assembly are provided below:

Assembly Description

Assembly Location

Date and Time

Meeting point

Collection Point

Supplementary Details

### Special Needs

Please provide below details of any special needs or provisions relevant to your child pertaining to this assembly:

### Signature of Parent(s)/Guardian(s)

Signature(s)

Date

The information provided in this form shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess academy or medical personnel, and only when necessary, without prior permission.





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## Bray Chess Academy: Permission to take Photograph

<b>Consent</b>
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I/We the parent(s)/guardian(s) of \_\_\_\_\_ hereby give permission and consent that photographs may be taken for promotional and record purposes during activities which may include my/our child as a member of Bray Chess Academy:

<b>Signature of Parent(s)/Guardian(s)</b>
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Signature(s)

\_\_\_\_\_

Date

\_\_\_\_\_

The information provided in this form shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess academy or medical personnel, and only when necessary, without prior permission.

## Bray Chess Academy: Accident / Incident Report Form

This form should be completed by the Child Protection Officer only. It should not be completed by or referred to the injured person but may be provided to his parent or guardian. All information appearing on this form is strictly confidential.

**Injured person - Full Name** \_\_\_\_\_

Address _____ _____ _____
Phone Numbers _____ D.O.B. _____ Occupation _____
Is the injured person a member of the club Y/N If no, was the injured person a volunteer Y/N
Give a brief description of the incident (a fuller more detailed explanation can be included on the back of this form if required)
Was the incident caused by any defect in machinery, equipment or premises? Yes / No, if yes, please specify: _____ _____
Please retain any equipment involved in the incident pending further instructions
Nature and full extend of injuries

Date and time of incident _____ Type of activity _____ Location of incident (full address) _____ _____
To whom was the incident reported _____ Address _____ _____
Phone Numbers _____ Date Reported _____ Time Reported _____
Did the injured person: Go Home <input type="checkbox"/> Visit Doctor <input type="checkbox"/> A&E <input type="checkbox"/> Stay in Hospital <input type="checkbox"/> Name of Doctor/Hospital _____
Names and Addresses of main witnesses to incident _____ _____ _____ _____ _____ _____ _____ _____
Additional witnesses can be listed on back of form
Who was in charge? _____ Position _____ Address _____ _____ _____
I certify that the particulars supplied herein to be true to the best of my knowledge and belief.  Signed _____ Date _____

## Bray Chess Academy: Volunteer Application Form

### General

A volunteer application form assists the process of recruitment and screening of volunteers by gathering information about an individual's suitability for a given volunteer role. This form collects all information the Bray Chess Academy considers necessary to address child protection concerns within the club. Please complete in full.

Surname		First Name	
Address			
Tel		Date	
Email:			
Gender	Male	<input type="checkbox"/>	Female <input type="checkbox"/>
Age Group	U18	<input type="checkbox"/>	18-30 <input type="checkbox"/>
		<input type="checkbox"/>	30-50 <input type="checkbox"/>
		<input type="checkbox"/>	Over 50 <input type="checkbox"/>
Please tell us why do you want to volunteer with our organisation.			
Please tell us what you hope to gain from your experience with us.			
Please tell us about any educational background, work or volunteering experience that would be relevant to the volunteer role you are applying for.			
If you have volunteered before, please give details of where you have volunteered, for how long and describe your volunteer role.			
What hobbies, skills, special interests or qualities do you have that may be relevant to the volunteer role you are applying for?			

When are you available to volunteer? (Please specify days, times and the length of commitment you would like to make.

References: Please supply us with the names of two referees (non-relatives)

Name:

Name:

Address:

Address:

Email:

Email:

Telephone:

Telephone:

Do you have any special needs you would like to share with us?

Any other comments:

### Signature of Applicant

Signature(s)

Date

The information provided in this form shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess Academy Committee, and only when necessary, without prior permission.

**Please return to:** Bray Chess Academy: Esplanade Hotel, Bray

\*Note: Garda Vetting is a requirement for all/some volunteer roles within our organisation

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## Bray Chess Academy: Acceptance of Child Protection Policy and Code of Behaviour for Volunteers

### Declaration

I confirm that I have examined and am conversant with the 'Child Protection Policy' and 'Code of Behavior of Volunteers' of Bray Chess Academy. I agree to be bound by the principals and procedures set out therein and accept them in their entirety in it in the interest of Child Protection at Bray Chess Academy.

### Signature of Prospective Volunteer

Name

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Signature

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Date

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The information provided in this form shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess academy or medical personnel, and only when necessary, without prior permission.



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## Bray Chess Academy: Declaration of Suitability to work with Children

### Declaration

I hereby declare that there is no reason known to be and there are no convictions, claims or complaints (past or pending) against me relating to children or young people or vulnerable adults that would deem me to be unsuitable to work with children / young people and carry out my role within Bray Chess Academy.

Should any criminal charges be made against me, while I am associated with Bray Chess Academy, I undertake to immediately inform the club president.

I understand that making a false declaration would be grounds for terminating my voluntary work with Bray Chess Academy.

I give my permission to Bray Chess Academy to vet me with the Garda Central Vetting Unit and to check my references.

### Signature of Prospective Volunteer

Signature

Date

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The information provided in this form shall be treated with the utmost confidentiality. None of the information provided shall be disclosed to other parties except adult members of Bray Chess academy or medical personnel, and only when necessary, without prior permission.











