

# Nottinghamshire Chess Association Events

## Child Protection Action List

You should be aware of the NCA's full Child Protection Policy, which is available on the NCA website, but the following procedure will be useful at the time, should anything come up during an NCA tournament or match.

If you have concerns about the welfare of a child:

**a) Is the child in immediate danger or are they seriously injured?**

If so, contact the emergency services 999.

**b) Do you think that a crime has been committed?**

If so, it is important that there should be no delay in contacting either the Social Services or the police. Any individual can do this, 24 hours per day, it does not have to be the Safeguarding Officer.

If not, but there is concern for a child's welfare then the issue should be reported to the safeguarding officer within 24 hours who will contact the local Children's Social Care Services (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 officer is not available the organiser or the individual raising the concern must do this.

### Process for Acting on a Concern

1. Initially talk to a child/young person about what they have reported or that 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.
2. Listen carefully to what the young person has to say and take it seriously. Act at all times towards the child as if you believe what they are saying.
3. It is not the responsibility of groups to investigate incidences of suspected child abuse but to gather information and refer only. Since you are not investigating, do not take photographs of injuries or video the child.
4. Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm.
5. Notify the Lead Safeguarding Officer.
6. Record what was said as soon as possible after any disclosure. The person who receives the allegation or has the concern should complete the following form and ensure it is signed and dated.
7. Respect confidentiality and pass the completed form to the Safeguarding Officer within 24 hours.

## 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	Date of birth	Age	Gender
Name of parent/guardian of child	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 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*

*someone may be put in danger by the parents being informed*

*informing the family might interfere with a criminal investigation.*

*(If any of these circumstances apply, consult with the local authority children's 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 protection authorities?

Police: Yes/No Date and time:

Name and phone number of person spoken to:

Local authority children's 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 child 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 organisation e.g. support to the child 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