Children and Youth Protection Policy

For Instructors and Staff of Chess in Nelson

Approved by	Ramiro Riachi — Owner / Chess Instructor
Approval date	3 May 2026
Next review date	2 May 2028
Applies to	All instructors, staff, contractors and volunteers

1. Purpose

This policy sets out the standards and procedures followed by Chess in Nelson to ensure the safety, wellbeing, and protection of all children and young people (under 18 years old) participating in our programmes, lessons, and events.

It provides clear guidance for instructors and staff on appropriate behaviour, helps protect children from harm, and builds trust with parents and the wider community. By setting consistent standards for supervision, communication, and conduct, the policy reduces risk, supports positive experiences, and demonstrates Chess in Nelson's commitment to safeguarding and responsible practice.

2. Scope

This policy applies to all instructors, staff, contractors, and volunteers working under Chess in Nelson in any capacity involving the supervision or teaching of children and young people under 18 years old.

3. Commitment to Safety

Chess in Nelson is committed to providing a safe, respectful, and supportive environment. We take all reasonable steps to protect children from harm, promote positive behaviour, and ensure safeguarding concerns are addressed promptly and appropriately.

4. Code of Conduct

All adults working with Chess in Nelson must:

- Prioritise the safety and wellbeing of children at all times.
- Act professionally and maintain appropriate boundaries.
- Use respectful, age-appropriate language and promote fairness, inclusion, and good sportsmanship.
- Manage behaviour calmly, respecting cultural differences and individual needs.
- Avoid discrimination, intimidation, humiliation, physical punishment, or any form of abuse.

- Never engage in inappropriate physical contact or any behaviour that could be perceived as grooming.
- Never show favouritism or isolate individual children.
- Report any concerns immediately to the designated Child Safety contact or Chess in Nelson leadership.

5. Boundaries and Supervision

- Interactions with children must take place in open, observable, and accountable settings.
- One-on-one situations with a child should be avoided wherever possible. If unavoidable, another adult must be informed and the setting must remain visible.
- Staff must not be alone with a child in private or isolated spaces.
- Children must be supervised at all times during activities, transitions, and departures.
- Instructors must keep track of who is present throughout sessions and events.
- Personal or inappropriate relationships with anyone under 18 must not be formed.

6. Communication

- All communication with children must remain professional and focused on chess activities.
- Official Chess in Nelson channels should be used wherever possible.
- Parents or guardians should be included in any direct communication with a child.
- Private, secretive, or informal messaging with minors must be avoided at all times.

7. Online Safety

- Online behaviour must reflect the same standards as in-person conduct.
- Do not request or share unnecessary personal information.
- Do not connect with children via personal social media accounts.
- Do not post or share images of children without appropriate prior consent.

8. Photography and Media

- Photographs or videos of children require prior written consent from a parent or guardian.
- All images and videos must be appropriate, respectful, and relevant to Chess in Nelson activities.
- Children must not be publicly identified without permission.

9. Responding to Concerns

If there is a concern about a child's safety or wellbeing:

- Act immediately if there is any risk of harm.
- Provide assistance within your level of training (e.g. basic first aid if required).
- Do not investigate allegations personally.
- Report concerns immediately to the designated Child Safety contact or Chess in Nelson leadership.
- Contact emergency services (111) if a child is in immediate danger.
- Record all concerns factually and promptly using the Incident Report Form at the end of this document.

10. Reporting Obligations

Staff must report concerns if they witness or suspect:

- Abuse or neglect of any kind
- Unsafe behaviour
- Bullying or harassment
- Significant or unexplained changes in a child's behaviour
- Inappropriate conduct by another adult

Reports must be made immediately to:

Designated Child Safety Contact: Chess in Nelson Leadership
Emergency Services: 111

11. Consequences of Breach

Any breach of this policy may result in:

- Removal from duties
- Suspension or termination of involvement with Chess in Nelson
- Referral to relevant authorities where appropriate

12. Recruitment and Training

All adults working with children through Chess in Nelson may be required to:

- Complete child protection training before or shortly after commencing duties
- Undergo police vetting or a background check before working with children

13. Policy Review

This policy will be reviewed every two years, or earlier if required by changes in legislation, organisational structure, or best practice guidance.

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Incident Report Form

Children and Youth — Chess in Nelson

Note: Please complete this form for any incident that occurs during Chess in Nelson events or programmes.

Checkmate Programme / Tournament		**Date**	
Time		**Location**	
Name(s) of Person(s) Involved		**Age(s)**	
Type of Incident: ☐ Injury ☐ Behaviour ☐ Bullying ☐ Safeguarding ☐ Other: _____			
Immediate risk of harm? ☐ Yes ☐ No			
What Happened (describe factually):			
Immediate Action Taken:			
Witnesses (if any)			
Reported To		**Time**	
Further Action Required: ☐ No ☐ Yes → _____			
Completed By		**Signature**	