

# **Oxford Bridge Club Charitable Incorporated Organisation**

## **Safeguarding Policy**

### **Safeguarding of children, young people under age 18 and vulnerable adults**

#### **Scope and Terminology**

This policy covers Oxford Bridge Club Charitable Incorporated Organisation (OBC) and any events in support of, or in partnership with OBC. The policy applies not only to the trustees of OBC but to all members and visiting players who may come into contact with children, young people and vulnerable adults.

A child is defined as anyone under the age of 18. The terms child and young person are used interchangeably in this document, and also refer to vulnerable adults.

The term parent is used as a generic term to represent parents, carers and guardians.

The term bridge is used to include Minibridge, and all bridge-related activities.

The OBC policy draws upon the guidance in the English Bridge Union's Safeguarding Policy and Good Practice Guide 2017 Child Protection Policy ([ebu.co.uk](http://ebu.co.uk)).

#### **Context**

Although OBC activities do not involve regular contact with children or young people, children and young people are permitted to participate in bridge sessions at the club. This policy is based on the fact that OBC does not provide any specific session for young people and would need amending in the event that the club did provide such sessions.

#### **Policy**

The Oxford Bridge Club will:

1. Ensure bridge is enjoyable by treating all children and young people equally, with respect and dignity; by confronting and dealing with bullying; and by promoting fair play.
2. Promote and prioritise the safety and wellbeing of children and young people by ensuring that robust safeguarding arrangements and procedures are in operation.
3. Take all reasonable steps to ensure that OBC Trustees and Directors understand their roles and responsibilities in respect of safeguarding and that all members are aware of best behaviour at bridge.
4. Any invitation to partner a young person in a bridge session should be made via the parent. No player should accept or initiate contact with a child electronically, via social media or by phone. All approaches must be made through the parent. Members will be advised about this guideline annually in one of the regular newsletters.

6. Ensure appropriate and prompt action is taken in the event of incidents/concerns of abuse or bullying and support provided to the individual/s that raise or disclose the concern
7. Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and stored securely.
8. Do its utmost to provide a safe environment for children and young people to enjoy the game even when a parent/carer is not present- see consent form, Appendix 1. However, OBC does not accept any responsibility for private arrangements made by a parent/carer.
9. Anyone known to be on VISOR, the secure database that holds details of MAPPA (Multi-Agency Public Protection Arrangements) offenders or known to have been on this database will not be admitted to membership of OBC or permitted to play as a visitor.

### **Online Bridge**

1. Parental consent is obtained for young people under age 18 to play bridge online.
2. Members should not use chat facilities on Real Bridge one-to-one with young people, other than for the purpose of the bridge game in hand.

### **Procedures**

1. The Safeguarding Officer is appointed by the OBC trustees. The identity of the Safeguarding Officer is included in the list of trustees and officers and is published on the notice board and the OBC web site. The Safeguarding Officer, in collaboration with the trustees, is responsible for safeguarding policy and procedures.
2. The Safeguarding Officer, in collaboration with the trustees, is responsible for ensuring appropriate recording of incidents, concerns and referrals and for storing these securely in compliance with relevant legislation and kept for a time specified by our insurance company.
3. Any OBC member who has concerns about potential risks to a child or young person should report their concerns immediately to the Director of the bridge session, the Safeguarding Officer or another trustee who will record relevant details as factually as possible. See Appendix 2.
4. If an individual is not sure whether an action constitutes bullying, poor practice or abuse, the individual should discuss the situation in confidence with the Safeguarding Officer or another trustee.
5. The Safeguarding Officer will be informed of concerns as soon as possible and will communicate these to the OBC Chairman and Secretary. The Chairman, Secretary and Safeguarding Officer will investigate concerns and take appropriate action.
6. If the child or young person is deemed to be at risk of harm, immediate action to safeguard the child or young person will be taken after discussion with the relevant authorities.

7. Every effort will be made to ensure that confidentiality is maintained. Information will be handled and disseminated on a need to know basis only.

8. Written parental consent is required for anyone under the age of 18 to play in an OBC session if unaccompanied by the parent. This consent must include the parent's contact details and a parent(s) must be available by telephone in case of emergency. The parent(s) remains the responsible adult but the director of each session should be aware of and follow this policy.

9. The written consent is valid unless withdrawn by the parent and becomes redundant when the young person reaches the age of 18. The completed consent forms should be kept in a file in alphabetical order in the directors' drawer for reference when required. This drawer is kept locked but the directors all have access to the key.

The Trustees of OBC undertake to review the safeguarding policy and procedures annually or in the following circumstances: changes in legislation and/or government guidance; as required by the English Bridge Union; or as a result of any other significant change or event.

OBC Safeguarding Officer

Updated August 2023

**Appendix 1 Parental Consent Form for Unaccompanied Children**

I agree that (name of child) .....may play bridge at the Oxford Bridge Club and participate in online games organised by Oxford Bridge Club and that this information related to my child will be retained and stored securely by the club until the age of 18 I understand this consent applies on a continuing basis until the age of 18 unless I notify OBC in writing (eg email to chair@oxfordbridgeclub.com).

**Medical information:**

Has your child any medical condition requiring treatment? YES/NO

If yes please give brief details:

.....

If your child requires specific medication, please give details below (Bridge club staff are not qualified to administer medication):

.....

Has your child any allergies? YES/NO

If yes, please specify and state if your child carries an EpiPen

.....

**Declaration**

I agree to my child participating in this activity.

I agree to my child receiving medication as instructed, and any emergency treatment as considered necessary by medical authorities present.

Signed (parent/guardian) .....Date: .....

Full name: .....

Contact number:.....

Name, relationship and alternative emergency contact number:

.....

Please return this signed form to the Oxford Bridge Club at the next available opportunity.

## **Appendix 2 Recording concerns**

If a member of OBC has concerns about the welfare or safety of a young person or concerns about the behaviour of an employee or volunteer, all relevant details should be recorded, regardless of whether or not the concerns are shared with the police or the Local Authority Designated Officer (LADO).

The information needs to be as helpful as possible and a detailed factual record should be made at the time of the disclosure/concern.

The record, which should avoid opinion and hearsay, should include the following:

- The nature of the allegation.
- Date and time of incident / disclosure.
- Parties who were involved, including any witnesses to an event.
- What was said or done and by whom.
- Action taken to look into the matter.
- The reasons why a decision was taken not to refer those concerns to a statutory agency (if relevant) e.g. police, Local Authority Designated Officer (LADO).
- Name of person reporting the concern.
- Name, designation and contact details of the person to whom the concern was reported.
- The date and time the concern was reported.
- The record should be signed and dated.