Health and Safety Policy Statement

Drogheda Chess Club & Academy

Effective Date: 29/10/26

Review Date: Annually

Last Reviewed: 29/10/26

1. Policy Statement

At Drogheda Chess Club & Academy, we are committed to providing a safe, healthy, and supportive environment for all children and young people who participate in our chess activities. We recognise our duty of care under the Children First Act 2015, Safety, Health and Welfare at Work Act 2005, and associated regulations and guidelines. We are fully committed to safeguarding the well-being of every child in our care, promoting their welfare, and protecting them from harm.

2. Aims of the Policy

- To ensure the health, safety, and welfare of all children, volunteers, coaches, and visitors.
- To foster a culture of safety, vigilance, and child protection.
- To comply with all relevant Irish legislation.

3. Responsibilities

Club Committee and Management

- Ensure all policies and procedures are in place and reviewed annually.
- Appoint a Designated Liaison Person (DLP) and Deputy DLP as per Children First requirements.
- Ensure all volunteers working with children are Garda Vetted and complete Tusla's Children First eLearning Programme.
- Conduct regular risk assessments and health and safety audits.

Designated Liaison Person (DLP)

- Responsible for reporting child protection concerns to Tusla.
- Act as a resource for volunteers on child safeguarding issues.

Volunteers and Coaches

- Must comply with all health, safety, and child protection procedures.
- Report any concerns to the DLP promptly.
- Supervise children at all times during chess club activities.
- Complete child safeguarding and health and safety training.

4. Supervision and Conduct

- All activities are supervised by at least two vetted adults.
- Ratios of adults to children will follow Tusla's recommended guidelines.
- A register of attendance is kept for every session.
- Children are not left alone on the premises or released to unknown adults.
- Physical contact is avoided unless necessary for safety reasons.
- Respectful behaviour is expected from all participants and adults.

5. Child Safeguarding

- All concerns of abuse or neglect will be dealt with in accordance with Children First procedures.
- Any disclosures or suspicions will be reported to the Tusla Child and Family Agency.

6. First Aid and Medical Care

- A fully stocked First Aid Kit is available at every session.
- At least one supervising adult is trained in First Aid.
- Parents must inform the club of any relevant medical conditions or allergies.
- An incident report form will be completed for all accidents or injuries.

7. Emergency Procedures

- Fire safety equipment (extinguishers, alarms) is checked regularly.
- All members are familiar with the fire evacuation plan.
- Emergency contact details for all children are securely stored and accessible.

8. Risk Assessments

- The chess venue is subject to annual risk assessments.
- Hazards are identified, and control measures are implemented (e.g., avoiding slippery floors, ensuring safe furniture layouts).
- COVID-19 and other public health concerns are addressed in accordance with HSE and government guidelines.

9. Venue Safety and Hygiene

- Venues are kept clean, well-ventilated, and free from hazards.
- Equipment (chess boards, tables, etc.) is checked for safety.
- Toilets are clean and accessible; hand hygiene is encouraged and facilitated.

10. Data Protection and Confidentiality

- All records are maintained in accordance with GDPR regulations.
- Children's personal and medical information is kept secure and only accessed by authorised personnel.
- Confidentiality is respected, but never at the expense of a child's safety.

11. Anti-Bullying and Inclusion

- The club has a zero-tolerance policy on bullying.
- Diversity and inclusion are promoted.
- Any instances of bullying, discrimination, or exclusion will be addressed swiftly and fairly.

12. Reporting and Monitoring

- This policy is reviewed annually or after any incident.
- Feedback from children, parents, and volunteers is welcomed and used to improve safety practices.
- The club keeps records of: staff/volunteer vetting and training; incident and accident reports; attendance records.

13. Contact Details

Designated Liaison Person (DLP):

Name: ANITA ATELY RUEGIN

Phone Number: 0830660301

Email: ANITATUECHI@GMAIL.COM

Deputy Designated Liaison Person (DDLP):

Name: FRANK FENTONY

Phone Number: 087 7987947

Email: FRANK.PENTONY@OUTLOOK.COM

Emergency Services: Tel: 999 / 112

To report a concern about a child: Tusla Duty Social Work Team (Louth/Meath), Meath Enterprise Centre, Trim Road, Navan, Co. Meath, phone number 046 909 8560.

For Children First advice and training: Kathryn Morris, Children First Information and Advice Officer, email: kathryn.morris@tusla.ie.

Adoption

Signed: _____ Name: ANITA A. [illegible] Date: 29/10/26

Signed: _____ Name: FRANK PENTONY Date: 29/10/26