

# Kidlington Cricket Club – Safeguarding Policy Statement

Kidlington Cricket Club (The Club) is committed to ensuring all Children (i.e all persons under the age of 18) participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children”
- Appointing a Club Welfare Officer and ensuring they attend training modules required by the ECB,
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) understand how the “Safe Hands Policy” applies to them
- Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
- Ensuring the name and contact details of the Club Welfare Officer is available:

- As the first point of contact for parents, children and volunteers/staff within the club
- As a local source of procedural advice for the club, its committee and members
- As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
- As the main point of contact within the club for relevant external agencies in connection with child safeguarding

Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.

- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Welfare Officer \*

\*Details of the County Welfare Officer will be made available, in case the Club Welfare officer is unavailable, or the concern relates to the Club Welfare officer.

- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

# Kidlington Cricket Club – detailed safeguarding policies

In addition to our Safeguarding Policy Statement, Kidlington Cricket Club (KCC) has detailed safeguarding policies and procedures. These have been written using guidance and templates from the England and Wales Cricket Board's (ECB) safeguarding guidance 'Safe Hands'. A copy of Safe Hands is available in the club's scoring hut for all club members to consult, and is available online at <https://www.ecb.co.uk/safeguarding/policy-and-procedures>. The club adheres to the guidance set out in Safe Hands.

The detailed policies and procedures enclosed here are:

- Useful Safeguarding Contacts
- KCC Photography Filming and Social media broadcast policy
- KCC transport policy
- Roles in Cricket that Require a Vetting Check
- How to determine which roles are regulated activity with children in cricket
- KCC Parent/carer help policy
- ECB Guidelines on Supervising Children at Cricket Sessions
- Guidelines on appointing appropriate staff and volunteers to work with children
- Responding to Recording and Reporting Concerns
- ECB Guidance on Welcoming and Safeguarding children with a disability
- KCC Anti Bullying Policy
- KCC Changing room policy
- ECB Guidance for clubs on the use of Social Media texts apps email and messaging services
- ECB Guidelines on Managing Children Away from the Club
- ECB Missing Child Guidelines
- ECB Guidelines for clubs working with external partners
- ECB guidance on disciplinary proceedings that involve under 18s

# Useful Safeguarding Contacts

Cricket Contacts for Safeguarding (please complete local details)		
Welfare Officer	Mark Fransham	<a href="mailto:mark@fransham.com">mark@fransham.com</a> 07522 224733
County Welfare Officer	Stuart Murphy	07766 110067
Deputy County Welfare Officer	Lesley Pykett oxfordshirecricketwelfare@gmail.com	07762 572558
ECB Safeguarding Team	ECB Lord's Cricket Ground London NW8 8QZ	T 020 7432 1200 E <a href="mailto:safeguarding@ecb.co.uk">safeguarding@ecb.co.uk</a>
Local Contacts for Safeguarding		
Local Authority Designated Officer (LADO)	Alison Beasley LADO.SafeguardingChildren@Oxfordshire.gov.uk	01865 810603
Local Children's Social Care (including out of office hours contact) <b>Please note:</b> In an emergency, the Samaritans will hold the Social Care Duty Officer's contact number.		0345 050 7666 Outside office hours Emergency Duty Team: 0800 833 408
The Samaritans		T 08457 909090
Local Police Child Protection Teams. In an emergency contact via <b>999</b> .		
Other useful contact details		

## Useful Safeguarding Contacts

National Contacts for Safeguarding		
NSPCC Freephone 24 hour Helpline	National Centre Weston House 42 Curtain Road London EC2A 3NH <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	T 0808 800 5000
NSPCC Asian Child Protection Helpline		T 0800 096 7719
NSPCC Cymru/Wales Child Protection Helpline		T 0808 800 5000
Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester L4 1EZ <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	T 0116 2347278  E <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>
Childline UK	Freepost 1111 London N1 OBR <a href="http://www.childline.org.uk">www.childline.org.uk</a>	T 0800 1111
Child Exploitation and Online Protection Centre (CEOP)	33 Vauxhall Bridge Road London SW1V 2WG <a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>	T 0870 000 3344
Other useful contact details		

# Kidlington Cricket Club Photography, Filming and Social media broadcast policy

The aim of this policy is to ensure that photography and filming of children is done appropriately, with parental consent and that photos are used appropriately. It has been written using the ECB guidelines in the 'Safe Hands' safeguarding guidance. The guidelines apply to photography, filming and social media broadcasts.

Parental consent for the use of images will be collected as part of the club's registration form.

Key principles include:

- Parents and carers will not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life
- The ECB and the club are keen to promote positive images of children playing cricket and is not preventing the use of photographic or videoing equipment
- Consent from either the child, adult, or both shall be sought before capturing, sharing or publishing images where a child can be identified, including posting on the club's website etc. As 'personal data', it will be processed in line with GDPR principles
- Parents / carers will always be offered the opportunity to withhold consent for photographs / filming of their child
- If no consent has been given for a child, then it will be made known to the relevant person of other teams (e.g. coach/team manager) so the appropriate person/s taking photographs for the other team is/are aware and can avoid taking photographs of that particular child
- Club officials will be vigilant about the possibility of inappropriate images being taken by people unrelated to children playing at the club. Where this is suspected, club officials shall approach and challenge the person concerned
- Any concerns about inappropriate, or intrusive, photography will be reported to the Club Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern

Specific guidelines on the club's use of images of children (usually on the club's website):

- Ask for parental permission to use the child's image and, if possible, show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent cricket and the club
- Ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the club
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Only use images of children in appropriate kit, to reduce the risk of inappropriate use, and to provide positive images of the children
- Any video taken as a coaching aid must be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.

# Kidlington Cricket Club transport policy

Parents and carers are responsible for the safe delivery and collection of their child for matches or training.

- Home matches and outdoor training take place at Stratfield Brake in Kidlington. Indoor training takes place at Kidlington & Gosford Leisure Centre, Kidlington
- Away matches take place at a variety of venues in Oxfordshire. The club will publish details of away matches for the whole season on its website, and notify parents/carers of any changes as soon as possible
- It is not the responsibility of the coach or team manager to transport, or arrange to transport, the children to and from the club or match
- Club officials will inform parents / carers of the (approximate) end time of training sessions and matches. Parents/carers must be aware that training and matches can sometimes be cut short due to poor weather, and must have contingency plans in place to pick children up early if required
- In the case of late collection, club officials shall contact parents/carers as soon as possible and wait at the venue with children.
- Coaches and club staff will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds

It is recognized that on occasion parents and carers may arrange for their child to travel with a coach or club volunteer, where this is the only means of a child attending a game. This may occur when the coach or club volunteer also has a child who is playing in a match. In these situations the following principles apply:

- In line with general supervision guidelines, club officials should not at any time be alone with a single child. Ideally there should also be at least two adults in a car.
- Children should not visit a club volunteer's house alone; a neutral pick up point (such as the club ground) should be used. An exception might be where the coach or club volunteer's child is also playing in the match (i.e. the children are meeting at their friend's house).

## Roles in Cricket that Require an ECB DBS (Vetting) Check

In order for cricket to remain safe and welcoming for children, appropriate checks must be made for all roles which involve significant contact with children

The following roles require an ECB DBS (Vetting) check. These are roles that are considered regulated activity with children in cricket.

All Stars Childrens Helper  
All Stars Childrens Activator  
Captain / Vice captain  
Club Welfare Officer  
Coach  
Coach Support Worker  
County Welfare Officer  
First Aid Responder  
Junior Supervisor  
Juniors / Colts Manager  
League Welfare Officer  
Physiotherapist  
Safeguarding Recruiter  
Scorer  
Team manager  
Umpire  
Volunteer Coordinator Children  
Academy Director  
Childrens Cricket Talent Scout  
Masseur  
Medical Staff  
Psychologist  
Strength/Conditioning Coach

Applications for ECB DBS checks are made online, and must be initiated by somebody within cricket who knows the applicant and the role they wish to undertake in cricket.

Certain roles in the above list are restricted to the Professional game.

The individual cannot take on the role connected unless and until their ECB DBS (Vetting) check is confirmed by ECB as 'Completed'.

The online application is simple and straightforward. If the check is clear, applicants receive an email confirming they may proceed.

### What if the DBS certificate is not clear?

If the DBS certificate has content, the applicant receives an email, followed by several reminders, asking them to send the DBS certificate to the ECB Safeguarding Team for review.

*FAILURE TO DO SO WILL RESULT IN A  
TEMPORARY SUSPENSION FROM ALL  
CRICKET*

Any information present on the DBS certificate is reviewed by the Safeguarding Team for relevancy regarding child safeguarding and or the individual's suitability to work (or volunteer) with children. The existence of previous conviction(s) or caution(s) or other information will not necessarily prevent an individual from taking on the role for which they have applied. The ECB has a policy statement on the recruitment of ex-offenders (See 'ECB Policy Statement on Recruitment of Ex-offenders').

*The recruiters of staff and volunteers for roles with children are also advised to take up references.*

## Roles which are NOT eligible for ECB DBS (Vetting) checks

Roles that do not involve significant contact with children are not eligible for DBS checks. This is because they do not meet the eligibility criteria. The criteria are set by legislation and guidance, not by the ECB

Chairman

Treasurer

Secretary (Membership or Fixtures – including Junior Membership secretary)

Bar manager

Ground staff

Administrator

Catering staff / 'Tea Lady'

HOWEVER - where people with these roles also, in reality, perform other roles with significant contact with children, they must obtain an ECB DBS check for what they actually do - for example a committee member or chairperson who regularly looks after children before or after coaching should be checked as a Junior Supervisor.

A groundsman who opens up the ground and looks after children until the coaches arrive is also a Junior Supervisor.

If in doubt about whether an individual should be vetted for their role, contact [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk)

## The DBS Online Update Service

All volunteers are automatically registered with the DBS Online Update service when they apply for an ECB DBS check ( unless they opt out). All checks will be renewed annually; the volunteer will not need to do any further applications unless information held by on the DBS check changes.

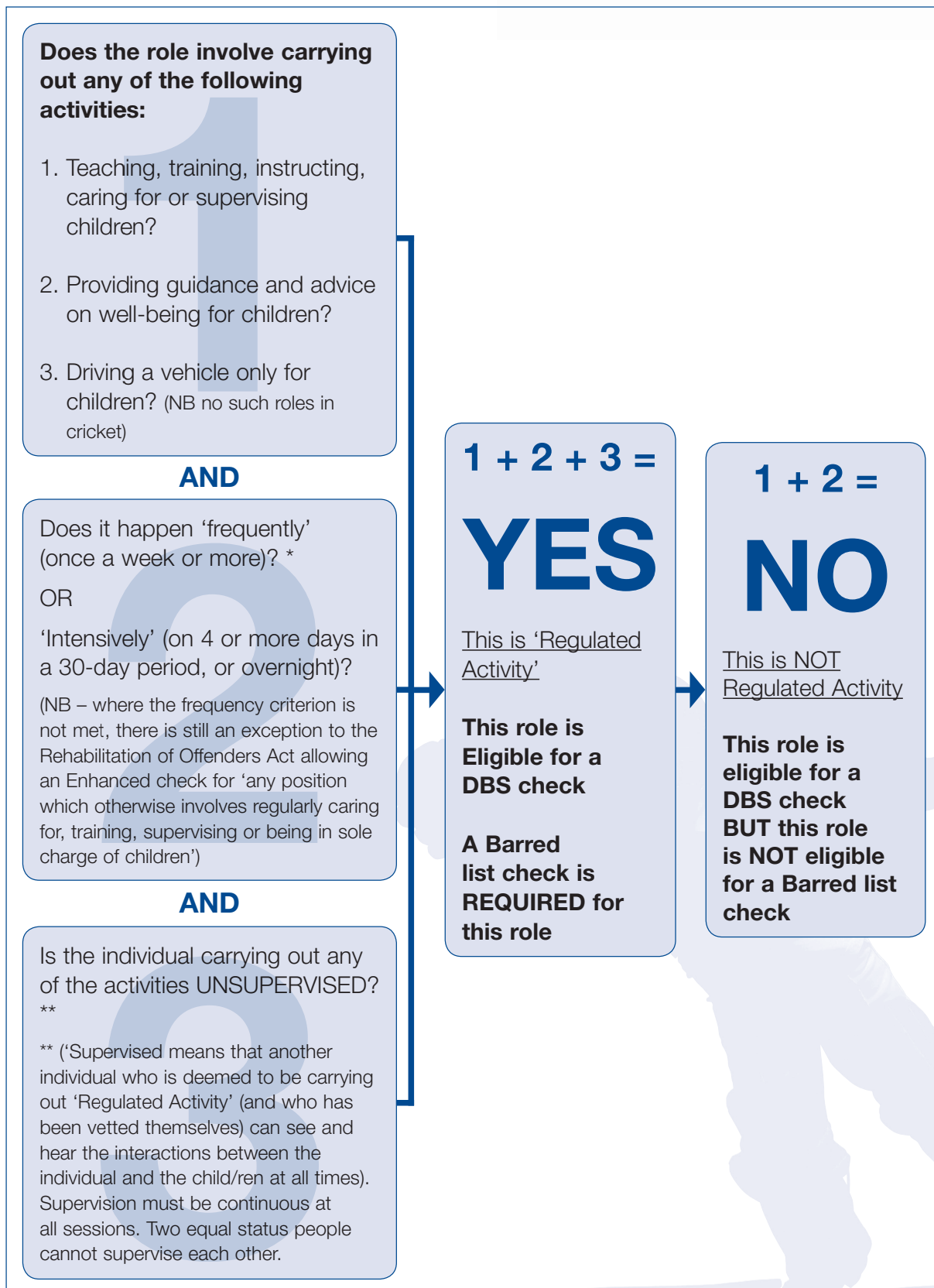
This option is not available for paid staff / those not deemed by HMRC to be volunteers.

## DBS checks from other organisations

The ECB does not accept DBS checks from other organisations. An ECB DBS check must be made.



## How to Determine Which Roles are 'Regulated Activity' with Children in Cricket



# Kidlington Cricket Club parent/carer help policy

The aim of this policy is to set out the guidelines regarding occasional help from parents and carers at training sessions and matches, whilst ensuring that safeguarding good practice is followed.

- The club wishes to encourage parents and carers of our youth cricket players to get involved with running the club. We rely on the enthusiasm and involvement of our volunteers, many of whom are involved as parents or carers
- We welcome parents and carers who want to become full volunteers at the club, and can provide both informal and formal training in cricket coaching, scoring and umpiring for those who are interested. Parents and carers who are involved in the club on a regular basis need to undertake a DBS check and vetting procedures in line with ECB guidelines (<https://www.ecb.co.uk/safeguarding/safeguarding-resources>).
- We also rely on occasional help from parents and carers at training sessions and matches. Any occasional help that is given by parents and carers who do not have a DBS check is given on the basis that it is supervised at all times by club volunteers who are DBS checked, and therefore does not fall under the definition of 'regulated activity' set out in legislation (<https://www.ecb.co.uk/safeguarding/safeguarding-resources>).
- Any parent or carer who helps out at more than three training sessions in a season (taken as the calendar year) will have to complete a full DBS check and volunteer induction before helping again.
- Parents or carers who might be interested in getting involved regularly are encouraged to make this known as soon as possible. A DBS check can be arranged by the Club Welfare Officer; it is straightforward to complete and free of charge.
- This policy only applies to people who have a parental or guardianship relationship to a youth member of the club. All others interested in volunteering or helping at matches/training must undergo a DBS check and volunteer induction before doing so.

# ECB Guidelines on Supervising Children at Cricket Sessions

**Clubs have asked for clarification on ratios when working with children and the following guidelines apply to all cricket sessions.**

It is important for clubs to remember when planning children's cricket, or general, sessions, sufficient adults must be present to adequately supervise all participants and manage any incident that may arise.

It is a basic requirement of all sessions and matches involving children that a minimum of two responsible adults will be present in all circumstances. Clubs should always plan accordingly and coaches must feel confident in raising concerns if they find themselves placed in a position where they are expected to work alone and unsupervised. In matches there must always be at least two adults present and responsible for the team.

The ECB provides two different sets of ratios for working with children. It is vital coaches, and other key club personnel, understand the distinction between these two types of ratios. They are each explained below:

## **Qualified coach ratios required for coaching sessions**

The ECB Community Coach Education department has produced appropriate ratios based on the number of qualified coaches required to run different technical disciplines within the game. The ratios of qualified coaches to children are as follows:

- Net Coaching: 1 coach : 8 children
- Group Coaching: 1 coach : 24 children
- Hard Ball Coaching: 1 coach : 16 children

These coaching ratios are very different to the child supervision ratios, which are required at all sessions regardless of where these are held or which activities the children are doing. Details of supervision ratios are shown below:

## **Supervision ratios**

Supervision ratios relate to managing groups of children and ensuring sufficient adults are present to deal with any issue or incident that may arise. For single sex groups, there must be at least one same gender member of staff. For mixed groups there must be at least one male and one female supervising adult.

## **There must always be a minimum of two adults present**

Clubs must also factor in any further issues that the risk assessment of the facilities may have highlighted. For example, if the changing rooms are located several minutes walk from the training venue then the club may have to increase the number of supervisors in light of this additional information.

The supervision ratios that must be adhered to as a minimum for clubs looking after groups of children are as follow:

Aged 8 and under – 1 adult : 8 children  
Aged 9 and over – 1 adult : 10 children

It is also important for clubs to note that these ratios relate to adults and children i.e. those over 18 looking after those under 18.

Volunteers who are under 18 years of age must not be used in the calculations for supervision ratios.

### **Drinks breaks**

As part of our responsibilities in supervising children, it is vital all players drink appropriate amounts of water to avoid any possible risks of dehydration during matches and practice sessions.

**All Stars Cricket Activators, Coaches, teachers, managers, umpires and all involved are encouraged to:**

- Ensure regular intervals for drinks are arranged, particularly in matches of more than 20 overs per innings, or in hot weather
- Plan drinks breaks in practice sessions and matches every 20-40 minutes on warm sunny days. (This may sound excessive but on hot days players can need up to two or three litres each to stay fully hydrated)
- Avoid waiting for children to say they are thirsty before planning a drinks break as thirst is an indication of dehydration : children tend to dehydrate more quickly than adults.

### **Facilities and venues used for children's cricket**

All clubs must ensure they have undertaken an adequate risk assessment on all facilities and venues used for any club activities, regardless of ownership of that facility or venue. This does not include away match venues for leagues but should include, where possible, facilities and venues that will be used on tours.

If clubs regularly hire facilities from other organisations such as schools or community colleges, there may be a generic risk assessment available for clubs to consider.

It is important all clubs recognise their responsibility for ensuring venues and facilities are fit for purpose.

Details on risk assessment can be found in the ECB Clubmark programme at [www.ecb.co.uk/clubmark](http://www.ecb.co.uk/clubmark)

The outcomes of risk assessments may have an impact on the session planning or co-ordination of junior club training or matches. It is important risk assessments are done in advance and updated on an annual basis, or if changes to the facility have taken place.

## ECB Guidelines on Appointing Appropriate Staff and Volunteers to Work with Children

It is ECB Policy that all staff and volunteers in cricket must go through an appropriate vetting process prior to appointment to establish their suitability to work with children.

### Appointing a Volunteer Coordinator

It is extremely useful and helpful for clubs to have a Volunteer Coordinator, whose main role is to act as a focal point for volunteers and volunteering within the club.

The Volunteer Coordinators will ensure that the club's volunteers are well managed and supported in all their different roles.

This may include:-

- Recruiting new volunteers into the club from existing membership and from the local community.
- Inducting and welcoming new volunteers.
- Organising relevant training/workshops for volunteers.
- Providing support to new and existing volunteers.
- Ensuring Reward and recognition of volunteers

To find out more about the role of the Volunteer Coordinator and how to access training please get in touch with the Cricket Development Officer or Volunteer Coordinator at your local CCB.

Staff and volunteers working with children in sport may be defined as working in "Regulated Activity". For further information see the documents 'ECB Guidance on Vetting Checks' and 'How to determine which roles in Cricket are Regulated Activity' located elsewhere in this section of this Kit Bag.

Clubs who appoint individuals, whether paid or unpaid, into Regulated Activity are subject to legal obligations: specifically, the 'Regulated Activity Provider' (the Club) has a legal duty to ensure that a person it engages to undertake regulated activity is not barred from doing so. This is achieved by following the 'ECB Guidance on Roles in Cricket that require a Vetting Check'.

### The Club Welfare Officer

Every club **must identify, and appoint**, a Club Welfare Officer responsible for advising the club on current best practice as well as leading the implementation and maintenance of the various elements of "Safe Hands".

The Club Welfare Officer position exists to help clubs create a welcoming and child-centred environment at the club.

The Club Welfare Officer is required to attend two separate training modules, to support and equip them for their role.

The Club Welfare Officer must advise clubs on which roles within the club require the post holder to undertake the ECB vetting process as part of the recruitment and appointment process. The 'ECB Guidance on Vetting Checks' contains details of posts which require vetting checks.

Ideally the Club Welfare Officer should have a significant role within the process for recruiting volunteers and staff to a club, working closely with the Volunteer Coordinator where one is in place.

## **Guidelines on recruitment and selection of volunteers working with children.**

These best practice guidelines were originally developed by the Football Association and have been amended by the ECB to provide clubs, and leagues, with relevant advice and guidance.

The safety of children should be paramount in all activities and these guidelines are designed to help you in this.

The ECB is committed to providing a welcoming, child-friendly and safe environment for children. By adopting the points outlined here you will be putting in place the current best practice to safeguard children whenever a volunteer is sought to work with them.

Most of those working with children in cricket only have the best possible intentions. However, the ECB recognises it has a responsibility to safeguard children and understands that sound recruitment and selection procedures can help deter or screen out those who are not suitable.

When clubs, or leagues, recruit new volunteers, or paid staff, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used by a club, or league, must be consistent and fair at all times.

### **Planning**

The first stage of any recruitment process involves planning. Club or league officials should draw up a profile, which highlights the main areas of an identified role. They should decide on the skills and experience needed to fulfil the requirements of the role and draw up a 'person specification'. Sample job descriptions can be found on the ECB website.

A recruitment process should be developed in such a way as to ensure every applicant is treated in a fair and consistent manner.

### **Application forms**

Clubs, and leagues, should use application forms to collect information on each applicant. These should be stored and retained in a consistent way.

More than one person should look at the application forms to ensure a fair and equitable scrutiny is completed.

Clubs or leagues should ask to see identification documents to confirm the identity of the applicant (e.g. passport or driving licence).

### **Meeting/interview**

It is highly recommended club, or league, officials meet with all applicants prior to any recruitment decisions being made and that more than one official is present. The meeting/interview will enable the club, or league, to explore information provided in the application form in further detail. Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

Although it is important to gain information about an applicant's relevant technical capabilities, it is also necessary to explore attitudes and commitment to child safeguarding. Listed below are sample questions which could help discover this information:

- Tell us about your previous experiences of working with children
- Give the applicant a child-related scenario, such as: 'It is a winter evening, the training session has finished and a parent has not arrived to pick up their child'. Then ask



the applicant what they would do in that situation

- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused work with children?

### References

Good practice in safe recruitment for positions involving work with children is to seek at least two references from individuals not related to the applicant. One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual's previous involvement in sport, particularly children's cricket. Both references should contain a statement relating to the referee's awareness of the responsibilities the post applied for requires. References should be followed up prior to any offer of appointment being made. If the references raise concerns, you are advised to contact the ECB Safeguarding Team for advice and guidance (see the Kit Bag Sample Reference Form).

### Vetting Procedures including DBS checks

The vetting process is very important in determining if someone is suitable to work with children. Clubs and leagues must follow the 'ECB Guidance on Roles in Cricket that require a Vetting Check'.

If an applicant is from outside the UK, or has lived outside the UK within the last five years, then alternative vetting procedures will be required as detailed later in this section.

Volunteers and others in cricket need be assured the ECB will take into account the Rehabilitation of Offenders Act 1974 and only consider offences relevant to the care, supervision and training of children.

The ECB is not allowed to tell the club or County Board about the actual offending

history (unless it needs to share information to safeguard children), so applicants are assured of confidentiality. The ECB will, however, tell the club and County Board whether or not the person is considered suitable to work with children.

Applications for vetting should be co-ordinated by the Club Welfare Officer.

Clubs must recognise that asking an individual to complete a DBS application form is the first stage of the ECB vetting process.

The outcome of the application must be sought from the County Cricket Development Manager, County Welfare Officer or the ECB Safeguarding Team. It is possible for the vetting process to take several weeks. Please ask the individual to complete a DBS application form as soon as possible and advise them that they should not start the post/job until an outcome of the application is confirmed by the County Cricket Board or the ECB Safeguarding Team.

If an applicant claims to be ECB Vetted, the club should seek confirmation of this from the County Cricket Board Development Manager, the County Welfare Officer or the ECB Safeguarding Team.

### Recruitment decisions

Clubs should consider all the information they receive via the application form, confirmation of identity, the references and the outcome of the ECB Vetting process. This information should be considered alongside the outcome of the meeting/interview before making a decision as to whether or not to accept the applicant into the role.

## Post recruitment

It is important that once a new volunteer has been recruited follow up action is taken, for example:

- Any qualifications should be substantiated, for example, obtain photocopies of coaching certificates
- New volunteers are made aware of, and sign up to, the club's child safeguarding policy and procedures, best practice guidelines and codes of conduct
- Any training needs are established and action taken to put these into place
- A statement of the roles and responsibilities of the new volunteer is prepared
- Initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer

For further information on recruiting, supporting and retaining volunteers see 'Recruiting and Supporting Volunteers' in this section, or visit

[www.ecb.co.uk/development/volunteering](http://www.ecb.co.uk/development/volunteering)

## Umpires and scorers

Umpires and scorers are usually organised through a regional or league appointment panel. However, where a club is appointing an umpire and/or scorer for games involving children, it is the responsibility of the club to check the umpire/scorer:

- Is covered by relevant current insurance
- Is a member of the ECB Association of Cricket Officials (ACO)
- Has been through the vetting process with the ECB to check his/her suitability to work with children in cricket
- Agrees to abide by the ECB Code of Conduct for Members and Guests at all times, especially when umpiring/scoring

## Non-UK vetting

The legal situation regarding Regulated Activity is no different if the individual is not from the UK. Vetting checks need to be undertaken on post holders regardless of nationality. Different countries operate varying methods for providing background checks and not all countries are able to provide this service.

Individuals will need to provide a police certificate or similar Certificate of Good conduct which covers their time in the overseas country, to the ECB Safeguarding Team. Contact the ECB safeguarding team on [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk) for advice and assistance on overseas checking.

The ECB Safeguarding Team is also able to provide some guidance on other countries. Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years. The Kit Bag has an ECB non-UK vetting form which must accompany any non-UK vetting check submitted to the ECB. It is easier if Non-UK vetting checks are organised before the individual arrives in the UK, as they are able to visit the police station etc. in person.

Background checks are undertaken on any individual who works, either in a paid or volunteer capacity, with children. It is important to note non-UK vetting checks are only done for the role being undertaken by the individual.

**All visitors to the UK coming through the Tier 5 cricket route of immigration must be vetted as part of the process.**

If a visitor to the UK has come through an alternative immigration route but intend to offer coaching services (if allowed by their visa or Home Office rules), they must also complete the vetting process.



**Clubs should be aware the laws relating to Regulated Activity apply even if the individual is not from the UK. \***

Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years.



## Responding to, Recording and Reporting (Sharing) Concerns

This section provides guidance on what to do if you have a concern about a child or about the behaviour of an adult in cricket

The ECB requires all County Boards, affiliated clubs and bodies to recruit, appoint and train a Welfare Officer. The ECB requires all affiliated clubs and bodies to follow the ECB Child Safeguarding procedure as published.

The expectation is simple : if you have a concern, you must share it. Taking no action may leave a child or children at risk of harm, and is not an option.

**There are three steps involved in taking appropriate action. These are known as the three R's : Respond - Record - Report**

**Respond** to the concern or allegation (stay calm, reassure, listen)

**Record** the relevant information ( make notes)

**Report** the relevant information ( share your concerns)

### **Reasons for taking appropriate action to report / share concerns**

There may be a number of reasons why an individual may have a concern. online

These include:

Something a child has said	Allegations made about a parent, carer or someone not working within the sport
Possible signs or suspicions of abuse	Bullying
Something somebody else has said	Breach of code of conduct/poor practice
Allegations made against a member of staff or volunteer *BE AWARE - allegations are often made as 'complaints'. If you hear a complaint which raises concerns about a child or children, treat it initially as an allegation or safeguarding concern.	Observation of inappropriate or worrying behaviour
	A feeling that something is not right
	This is not a definitive list - <b>IF IN DOUBT, SHARE YOUR CONCERN!</b>

## Step 1 Responding to disclosure, suspicions and/or allegations

Anyone responding to disclosure, suspicions and/or allegations must always:

- Stay calm; do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Listen carefully to what is said
- Ask questions only where they are really necessary to clarify what you are being told. (Always avoid asking leading questions)
- Keep an open mind – do not make assumptions or judgments, show disgust or disbelief
- Take the concern seriously

Reassure the child and stress that they are not to blame

Be honest and explain you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)

Maintain confidentiality – only tell others if it will help protect the child

Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

### **Never:**

*Approach any alleged abuser to discuss the concern*

*Rush into actions that may be inappropriate*

*Make promises you cannot keep*

*Take sole responsibility. Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself*

## Step 2 Recording the incident

Information passed to the ECB, children's social care, police and/or the LADO (Local Authority Designated Officer) must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. The ECB Incident Reporting Form (which can be found in this Kit Bag) should be used wherever possible.

Information recorded must include the following:

- Details of the child including full name, age/date of birth, address and gender
- Details of the parent or guardian and whether they have been informed or not

Details of the facts of the allegation or observations

Details of the person alleged to have caused the incident/injury including the name, address and date of birth or their approximate age

A description of any visible bruising or other injuries

The child's account, if it can be given, of what happened and how

Witnesses to the incident(s)

Any times, dates or other relevant information

A clear distinction between what is (known to be) fact, opinion or hearsay

A signature, date and time on the report

### Step 3 Reporting

**Please remember :**

It is everyone's duty to report suspected cases of abuse or concern to protect children.  
It is for the professionals to decide if abuse or neglect has taken place.

#### The ECB reporting structure

The principle strand of the "Safe Hands" safeguarding policy is the provision of an appropriate mechanism to provide correct, and comprehensive, reporting procedures for concerns. The ECB has a reporting framework which operates on three levels.

The primary level involves a Welfare Officer at local level such as in a club, squad, Panel, league, Board, First Class Club, Minor County Club, KSL team, etc.

Supporting the Club Welfare Officer is a County Welfare Officer (County WO) who is appointed by, and accountable to, the County Cricket Board. There is a County Welfare Officer for each of the ECB's County Cricket Boards.

Supporting the County Welfare Officer is the ECB Safeguarding Team, part of the ECB's Integrity Unit

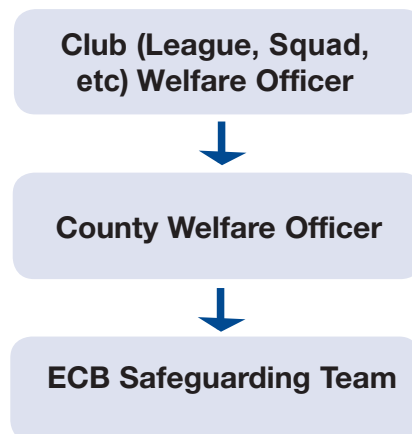
In the first instance : [share your concern with the Club Welfare Officer](#)

If he or she is not available, or it is not appropriate to share the concern with them, speak to your County Welfare Officer.

If that is not possible, contact the ECB safeguarding Team at [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk)

If you believe a child may be in danger, or if a crime may have been committed - do not hesitate to contact the Emergency Services.

#### Safeguarding reporting structure within cricket



## ECB Guidance on Welcoming and Safeguarding children with a disability

The ECB is responsible for all cricket in England and Wales and has set out a clear vision to become, and remain, the world's leading Governing Body in providing access to cricket for disabled people.

We are committed to ensuring cricket is open, and accessible, to all members of the community and they are supported to achieve their potential in any capacity whether as a player, employee, volunteer, coach or official. This principle applies regardless of, age, race, disability, ability, gender, religion or belief, sexual orientation or background.

**Many children with disabilities or special needs can be welcomed into the game with a sensible approach that involves talking with the child and his or her parents about what their abilities are and what they may need some assistance or different arrangement with (sometimes referred to as 'making reasonable adjustments')**

Children with disabilities are children first, and need to enjoy opportunities and experiences open to all children in a safe environment. The ECB is committed to supporting disabled children to be fully involved in cricket through the provision of a range of activities, training and supportive good practice guidance. To help achieve this in cricket we are committed to supporting cricket club personnel including coaches, officials and other volunteers to ensure they are inclusive of, and safeguard, children with disabilities.

The ECB is aware the most valuable resource within clubs are the staff and volunteers who

appreciate the value of cricket for disabled children and are supported to develop the confidence, will, and desire, to ensure they can become fully integrated members of the cricket family.

**In the first instance, the club should discuss the child's needs and abilities with the child and his or her parents/carers.** For many children with a disability, parents and carers will be able to offer practical advice on adaptations or arrangements that can be made to enable their child to participate.

It is good practice to **agree a support plan** with the parents and the child, and to review this regularly. The club welfare officer should be involved. It may be necessary or useful to involve the child and the parent / carer in the plan itself, if this will help meet the child's needs and allow them to participate.

Remember, many children may have hidden disabilities (or special needs) – such as an autistic spectrum disorder, or deafness, or another condition that is not obvious. It is important during the registration process and/or welcome meeting to **offer the opportunity for parents to meet someone in private to discuss their child, if they would like to do so.** This forms part of our 'Welcoming' approach for all children, including those with disabilities.

Children with disabilities have particular vulnerability to abuse and neglect – club personnel should be aware of these, see

<https://thecpsu.org.uk/resource-library/?topic=1148>

# Kidlington Cricket Club Anti-Bullying Policy

## Statement of intent

We are committed to providing a caring, friendly and safe environment for all of our children so they can train, and play, in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell, and know, incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means **anyone** who knows bullying is happening is expected to tell someone who can do something about it.

## What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms :

- **Emotional:** being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racist:** racial taunts, graffiti and/or gestures
- **Sexual:** unwanted physical contact or sexually abusive comments
- **Homophobic:** because of, or focusing on, the issue of sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours and teasing
- **Cyber:** bullying behaviour online or via electronic communication (email and text, social media etc) Misuse of associated technology, such as camera and video facilities

## Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

## Objectives of this policy

- All adults and children at the club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed

## Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied

- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases, the child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.

## Procedures

- Report any concerns about bullying incidents to the Club
- Welfare Officer  
In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem • If necessary, and appropriate, police should be consulted - for example if
- there has been assault, harassment or theft

The bullying behaviour or threats of

- bullying must be investigated and the bullying stopped quickly

An attempt will be made to help the bully (bullies) change their behaviour

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed

## Prevention

We will use 'Kidscape' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct (see guidance in 'Safe hands')
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters

# Changing Rooms Policy

Kidlington Cricket Club follows the ECB best practice principles regarding changing rooms, which suggest that adults and children should not use the same changing rooms. In general KCC does not provide changing facilities for youth games; children should get changed before arriving at the ground.

Best practice principles are as follows:

- Adults must not change, or shower, at the same time using the same facility as children - if the same changing room is used then they must have different times

- If adults and children need to share a changing facility, they must do so at different times.
- Mixed gender teams must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in changing rooms

If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Suggest instead that they may change and shower at home.



## ECB Guidance for clubs on the use of Social Media, texts, apps, email and messaging services

**Everyone in cricket is reminded that the Relevant Codes of Conduct apply online and in text and email communications. Many cricket clubs have formally adopted this expectation into their constitution and / or disciplinary processes.**

This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this.

### Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but at times it can seem strange and even intimidating for people who did not 'grow up' with it. Facebook, twitter, texting, Whats App, online gaming and personal emails are everywhere. By following some simple guidelines potential pitfalls can be avoided, and Social Media can be safely used as a promotional tool and a means of communication for the club.

### Club Officials / Coaches / Managers

Facebook and Twitter accounts are great for promoting your club and cricket in general, as well as being a fun way to unwind and stay in touch with friends: it is essential to keep these two worlds separate. You should have separate cricket-club related and personal pages; all contact with players should be through the former, and strictly in relation to training, coaching, matches and cricket related activity. You should also adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. This will keep younger players safe from material that may be unsuitable for them, and will reduce the risk of your online interactions being viewed with suspicion.

Although younger players may see you as a friend, and may request to be your 'friend' on a social media site, you should **direct them to the cricket- club related page and keep all contact professional**. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also important to be mindful of any content you post online via the cricket-club related page - remember:

You are representing the club  
Your communications should conform to 'Safe Hands' policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children.

**If you wouldn't put it on the club notice board, it doesn't belong on the club's social media pages**

You should have consent before posting any personal information online – this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18s

### **Texts, apps and emails: contacting Under 18 players**

The Children Act defines a person under 18 years as a child

You should make arrangements for under 18s via their parents or carers; this includes text and email or Whats App messages etc.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17 year old receives the information directly. If you receive any responses that appear inappropriate they should be brought to the attention of the parent or carer.

You should not engage in individual text or email conversations with a 16 or 17 year old without their parent receiving the same messages from you.

All contact with children should be in relation to coaching, matches and cricket-related activity.

### **Social Media: Do's and Don'ts Coaches / Managers / Clubs DO**

Have separate social media accounts for cricket-club related and personal use.

Keep your photos and personal information private.

Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.

Obtain consent before posting any personal information online – this includes photographs where an individual can be identified.

Remember the picture/no name guidance for under 18s

### **Coaches / Managers / Clubs DO NOT**

Send text messages to juniors – make arrangements via their parents.

**Send private messages to children and young people via apps or social media.**

Invite or accept children and young people to become “friends”.

Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

### **Adult players in Open Age teams**

Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms.

### **If you have concerns regarding social media, texts and emails**

If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding team – email [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk)

If you believe that an offence has been committed, or that someone's use of social media is placing a child at risk of harm, inform the police immediately.

## ECB Guidance for Parents / Carers and children / young people on the use of Social Media, texts, apps and email

This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this with us.

### Parents/Carers

This generation is growing up with the internet as part of their everyday lives. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

As children have access to the internet from various devices, it can be more difficult to monitor their use than when a 'home computer' sat in a downstairs room, and more important that parents/carers have greater knowledge.

There is great information available for you to help keep your child safe online: visit <https://www.net-aware.org.uk> for a good introduction.

You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk>

Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents: <http://www.facebook.com/safety/groups/parents/>.

In April 2018, Whats App raised their minimum age to 16 years.

Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.

### Parents / Carers DO

- Make sure you are aware of who your child has contact with online and via text
- Be aware of The ECB and the club's expectations for coaches and social media
- Report any content you think may be improper or unlawful to the Internet Watch Foundation : <https://www.iwf.org.uk>
- Talk to your children about using social media.
- Provide your mobile number / email address if requested, so the club can contact you

## Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text:

If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests.

Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.

Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos.

If someone is sending you messages or texts that you are worried about, tell your parents, an adult you trust, your teacher or your club's welfare officer.

- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you.
- You can expect them to make arrangements for coaching and matches via your parents.
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don't be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk>

### Young people DO

- Keep your photos and personal information private
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket.
- Tell a professional or an adult you trust if you are worried or concerned about online behaviour or unwanted contact/communication.
- Report any indecent image or video footage to the Internet Watch Foundation - they can have these removed <https://www.iwf.org.uk>

### Young people DO NOT

- DO NOT send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
- DO NOT accept any friend requests from people you don't know or you feel uncomfortable accepting
- DO NOT send or forward any indecent images of yourself, someone you know, or anyone you don't know, even if it seems to be done in fun - it is wrong and it is against the law

## ECB Guidance on Managing Children Away from the Club

In any given season, as many as 50 per cent of matches can be played away from the club and that's without tours and festivals or similar events.

This guidance covers children being taken away from the club's normal base location and/or home ground, and helps clubs define their own policies in connection with the effective management of children while in the club's care.

The guidance covers all trips including those which involve at least one overnight stay.

This guidance also applies to open age group teams where one or more players are under the age of 18.

Clubs are reminded that other parts of the safeguarding Kit Bag identify the need for clubs to:

Follow ECB recruitment guidelines for staff and volunteer appointments

Undertake risk assessments of venues and facilities

Follow ECB supervision guidance for activities involving children

Have an agreed transport policy in place at the club

Ensure the team has agreed to act within the appropriate ECB and/or Club Code of Conducts

These apply whenever children are taken away from their base location/home club.

### Staffing Arrangements

The club must determine appropriate staffing levels and staff training arrangements:

- Wherever possible, a club should appoint a Head Coach and Team Manager, with the Head Coach and coaches taking responsibility for training and competition management, and the Team Manager (and any other staff) taking responsibility for pastoral care
- The club must also appoint a Home Club Contact
- All members of staff need to have a clear knowledge of their role and responsibilities
- Staff must be aware that they have a common law duty of care to act as a prudent parent would
- All staff must understand the ECB 'Safe Hands Policy'.

## Team Manager Responsibilities

The Team Manager must ensure that players are safe throughout the tour

The Team Manager is responsible for communicating with parents ahead of the trip to share information on:

- The reason/purpose of the trip
- When the trip will take place – dates and times of departure and return
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Staffing arrangements
- Kit and equipment requirements
- Arrangements for food / drinks
- Details of costs
- Name and contact number of the person acting as 'Home Club Contact'

The team manager must also have written copies of any medical information and at least one emergency contact number for each player. As well as communicating the above in writing, it is a good idea to hold a meeting for players and parents to go over the itinerary and other details.

## Club Home Contact Responsibilities

The Club Home Contact is a member of the club who is not travelling away, who will act as a contact point in an emergency. The Club Home Contact should be provided with the following information to enable them to fulfil their role should they need to:

- Names of players and staff on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff which can be used while the staff are on the trip
- Telephone numbers for the local police to the home club
- Contact numbers for accommodation if trip is overnight
- Telephone numbers for the nearest police to the accommodation if trip is overnight

The Club Home Contact should be a member of the club who has been appropriately vetted.

## Residential Trips

There are a number of additional considerations when taking teams away overnight.

- Identify suitable venues and facilities for both the cricket and accommodation - if possible, conduct a site visit of the facilities and venues before the trip, to enable an effective risk assessment to take place. (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip)
- Conduct a risk assessment, this is key to incident prevention and managing potential hazards
- Children must not be placed in situations which expose them to an unacceptable level of risk
- Request insurance details, ensure these are sufficient to cover the trip and keep copies of certificates on file
- Clubs are advised to check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children

Detailed trip planning takes time.

When planning a trip it is important to allow sufficient time for all requirements to be completed

## Accommodation

There are a number of things to consider when choosing your accommodation. You should allocate bedrooms in advance, ensuring:

- Players will not share beds
- Male and female players will not share rooms
- Male and female staff will not share rooms
- Staff do not share rooms with players
- Players of vastly differing ages do not share rooms
- Players aged 18+ do not share rooms with under 18s
- Staff and players do not share bathrooms
- Signage is created for bedroom doors and players know which rooms staff are in and how to contact them if necessary



### You should **contact accommodation staff** in advance to:

- Ensure accommodation is clean and has access to sufficient toilet and bathing facilities
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities - Ensure the building has appropriate fire plans and fire prevention measures
- Where possible, obtain floor plans
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together
- Discuss the club's code of conduct and discipline policy
- Ensure all dietary requirements are catered for

### **Good Practice for Overnight Trips**

Ideally, accommodation should have a communal area for players to socialize and a staff room for staff to take breaks, have meetings and confidential conversations.

Staff must 'knock and wait' for the door to be opened to player's bedrooms. Do not go in unannounced and avoid going into bedrooms alone. If alone it is best to stand in the doorway with the door open, rather than going inside the room and closing the door behind you. If a player starts to get changed while you are in the room, ask them to wait or leave the room.

It is never appropriate for a player to enter a staff member's bedroom, even just to collect something.

If you need to speak to a player confidentially, avoid using player bedrooms. Try to conduct the conversation in a neutral location such as outside, in a meeting room or a quiet spot in a communal area such as a hotel reception.

### **Keeping Parents Informed**

You should organize a meeting with the parents and players to provide details of the trip, the meeting should cover:

- An itinerary giving as much detail as possible - The duration of the trip
- Details of accommodation with address and contact numbers
- Names of all cricket staff
- Codes of conduct for staff and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures
- Details of insurance
- Date for paying deposit
- Details of transport
- Kit list

The above should also be communicated to all parents in writing.

### **Player Profile Forms**

You will need a profile for every player on the trip. Information for the player profile should be provided by parents/carers in writing. You will need to gather:

- Signed consent form accepting the code of conduct
- Medical conditions or allergies e.g. asthmas, epilepsy, diabetes
- Any daily or emergency medication taken - Dietary requirements
- Any physical/sensory needs
- Any cultural/religious needs
- Consent for emergency medical treatment - Agreement to pay the fee
- At least one emergency contact
- Any other information the parent feels is relevant e.g. history of being bullied, shy etc

## Preparing Players for the Trip

The Team Manager and coaches should meet with players prior to the trip to agree:

- Expectations of the players
- Kit list
- Codes of conduct / behaviour should be signed by all players and parents. They should include confirmation that people are responsible for their own property.
- Staff roles and responsibilities
- Emergency procedures
- Support if they are homesick, are unhappy, worried or need someone to speak to.

## First Aid

As well as collecting medical information for all players, the staff team should be prepared to administer first aid at any point

- A first aid kit must be available at all times
- Check that the first aid is correctly stocked before departure
- Make a note of any items used during the trip so that these can be re-stocked
- At least one member of the team should have a first aid qualification achieved within the last three years
- Record in writing any first aid or medication given e.g. paracetamol

## Emergency Situations

As well as minor injuries and incidents of players feeling unwell, staff must act in an emergency to take life-saving action in extreme situations.

The Team Manager should gather in advance addresses for the nearest hospital, A&E department, pharmacy, walk-in centre and emergency dentist. The Team Manager must also consider in advance how they would contact the emergency services if needed, for example if abroad or in a remote area with poor phone signal, how they would direct them and how easily an emergency vehicle could access the site.

If an emergency occurs, the Team Manager must:

- Establish the nature of the emergency and the names of any casualties
- Ensure the rest of the team are safe and supervised
- Make all members of the team aware of the situation and follow emergency procedures
- Ensure a member of staff accompanies any casualties to hospital
- Notify the policy if necessary
- Complete an ECB incident reporting form and gather witness statements if necessary
- Contact the ECB Communications Department
- Contact the Home Club Contact

The Home Club Contact must

- Contact parents and keep them informed
- Liaise with club officials and the ECB as required
- Report the incident to the insurers

Emergency situations can be distressing. It is important that all players and staff are given the opportunity to debrief and seek support. Clubs can contact the ECB Safeguarding Team to discuss this.



## ECB Missing Child Guidelines

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way. Hopefully no child will ever go missing from your team/event. If they do, please remember most children are found within a few minutes of their disappearance.

### ECB Missing Children Guidelines

If a child goes missing, the following guidelines have been devised to clarify the actions to take:

- 1 Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- 2 Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- 3 Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully
- 4 Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.
- 5 Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- 6 Request all those searching to report back to a nominated adult at a specific point
- 8 This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police
- 9 A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete
- 10 If the police recommend further action before they get involved, follow their guidance
- 11 If the police act upon the concern, always be guided by them in any further actions to take.
- 12 At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if, by then, they are involved
- 13 All missing child incidents MUST BE notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must notify the ECB Safeguarding Team

## ECB Guidelines for clubs working with external partners

Cricket clubs often work with local schools, community colleges, local authority sports development teams or other organisations to provide All Stars Cricket, cricket coaching, or facilities, to the wider community. Some programmes of this kind are organised on a formal basis through the ECB, whereas others can be organised by clubs, or even by individual coaches.

If clubs are looking to work, or are currently working with external partners in this way, it is important that clubs identify the responsibilities, and expectations, of each organisation in relation to safeguarding and supervision of children, including the need to ensure appropriate insurance cover exists. Coaches and others must always demonstrate best practice, whatever environment they are working in

In order for the club to be able to demonstrate its duty of care, the Club Welfare Officer must ensure the Club Committee has considered all its obligations and duties before undertaking any partnership working of this kind. He or she should be able to provide assurance to the other agency about this.

### For ECB organised programmes

Organisations such as 'Chance to Shine' and 'Blind Cricket England and Wales' have adopted the ECB Safe Hands Policy and Procedure, so the club and the partner organisation should agree who will be the nominated welfare officer for the event.

Schools and academies have their own reporting structure for concerns. This structure supersedes the ECB standard reporting structure for incidents connected to school sport. The club must know who concerns should be reported to.

Where a school wishes to become an All Stars Centre, guidance should be sought from the ECB All Stars team

### For other programmes

(i.e. those organised directly by clubs which are not part of an ECB programme)

When planning and undertaking this kind of activity, it is strongly recommended that coaches and their clubs consider:

- Qualifications
- Insurance
- Risk assessments including first aid procedures
- Avoidance of adults being left alone with children
- Supervision of children undertaken by appropriately vetted adults and with correct supervisory ratios
- Changing
- Transport to any games or facilities
- Photographs/press coverage

## ECB guidance on disciplinary proceedings that involve under-18s

### **Proceedings where an under-18 is a witness, alleged victim or alleged offender.**

This guidance applies to all settings where an under-18 is involved in disciplinary matters as a witness, alleged victim, alleged offender or any other way.

The processes that are followed must pay due consideration to safeguarding and welfare issues.

No part of the processes should be oppressive or intimidating for the young person.

As soon as it becomes apparent that the process involves an under-18, the County Welfare Officer must be informed.

Any Panel should consider whether they need the child to attend in person, and may discuss this with the County Welfare Officer. When making this decision consideration should be given to:

- the age of the child;
- the seriousness of the offence;
- the evidence likely to be given;
- the possible effect on a child.

Parents should be included in any invitation.

The County Welfare Officer will ensure that the child is properly supported, and will either act as, or appoint, a suitable 'Welfare Chaperone' for the investigative/disciplinary process, in consultation with the child's parent(s).

The Welfare Chaperone is likely to be the child's Club Welfare Officer (Club WO), unless there is potential conflict of interest (e.g. the Club WO is the parent, or the Club WO is also involved in the incident.) If this is the case then a Club WO from another club may be asked to assist, or a League WO, or the County Welfare Officer will undertake the role.

The Welfare Chaperone should have no other role in the proceedings - their involvement is purely in regard to the welfare of the child. The Welfare Chaperone should liaise with the child and his/her family throughout, making sure the child is kept fully informed. He or she can act for more than one child at the same hearing if this is thought appropriate.

If a child does not wish to attend they cannot be compelled to do so.

The Welfare Chaperone will discuss the process with the child and his/her family to ensure they fully understand the procedure.

If the child chooses to give a statement to the panel then ordinarily that statement should be prepared in advance in written format. This can be written by the child or any other person. It is important that this statement is the child's views and words.

## Putting things in place

If, when attending the Panel, the child is to be questioned regarding their behaviour or what they have witnessed, all involved should bear in mind the age and potential vulnerability of the child in such a setting. Questioning should be conducted in a considerate manner, and **must not be oppressive, persistent, lengthy or demeaning**. The Welfare Chaperone should ask the Chair of the panel to suspend proceedings immediately if they have any concerns about the manner or duration of questioning.

Where a child is found to have committed a disciplinary offence requiring potential sanction, consideration should be given to the child's age and understanding, as well as their experience of life and of cricket, before any sanctions are issued.

Where it is necessary for a report to be circulated (either within the relevant cricket league or even to the press), any individual under 18 years of age must not have their details published.