



SAFE HANDS

Cricket's Policy for Safeguarding Children



England and Wales Cricket Board



From Playground to Test Arena
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NSPCC 
Cruelty to children must stop. FULL STOP.

 **one game**
pride • passion • respect

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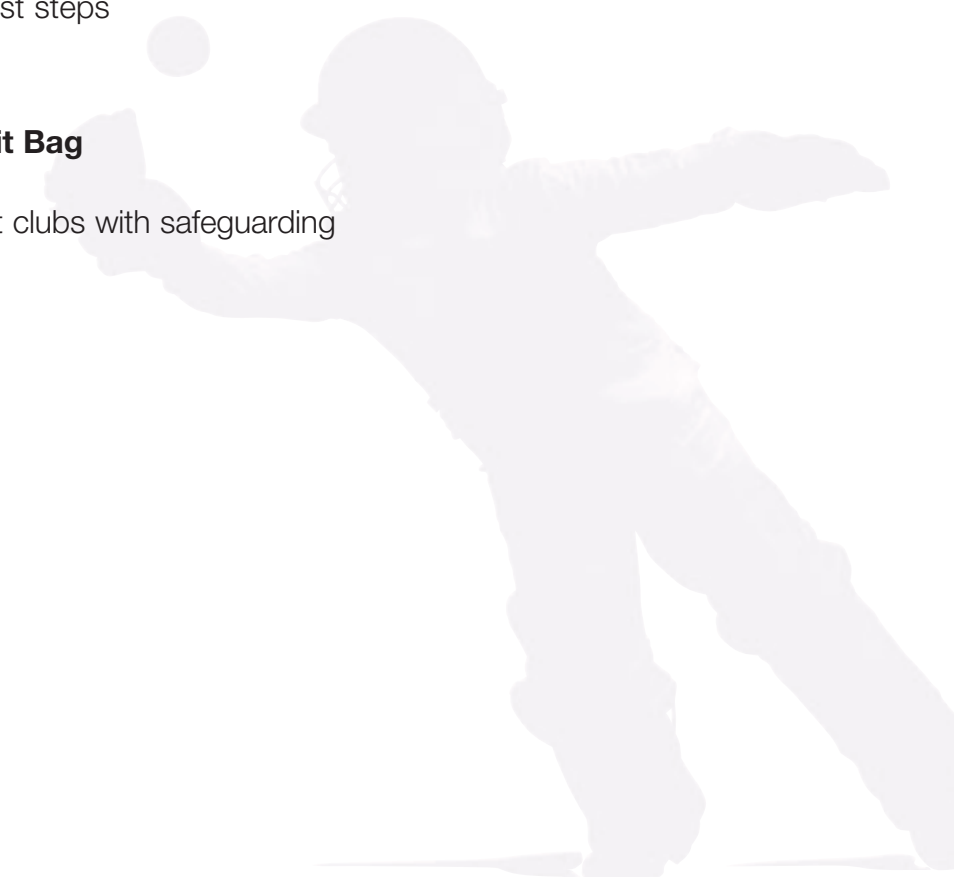
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Section 1 - Introduction



An Introduction from Tom Harrison ECB Chief Executive Officer

Children are the future of our sport – so it's vital they experience cricket in a safe, friendly and enjoyable environment. That's why we first launched 'Safe Hands' in 2003; establishing clear policies and procedures to support children in all areas of our game.

For our game to continue to flourish and prosper, we all need cricket to be as child and family friendly as possible. We have all been delighted with the success of 'All Stars Cricket', which is built on being exciting, safe and great fun. We are determined to grow children's involvement in cricket. 2019 sees us hosting the Men's World Cup, where we hope the men can match the brilliant women's win in 2017 at a Lords ground packed with fans of all ages, thousands of whom were children. Inspiring the next generation of cricket lovers is what we are all about, and the hundred ball competition will be focussing on families and children

The 'Safe Hands' programme forms an important part of ECB's wider strategy for the game – Cricket Unleashed 2.0 – which drives our plans to grow cricket at every level.

We incorporate the 'Safe Hands' programme into our club accreditation programme 'ECB Clubmark' – giving clubs and leagues clear guidance on how best to welcome young people into the sport and to keep them involved.

As we all know, team sports like cricket are a great way for children to acquire life-skills; learn how to work with others, interact with adults and take on specific roles and responsibilities.

So whether you are interacting with players, coaches or volunteers, please do make sure everyone involved in your club is fully aware of these policies and procedures and understands their importance.

With your support and help, we can continue to put young people's interests first at all levels of the game ; giving parents and carers the confidence they need to entrust their children into our care.

We want everyone involved in cricket to make children's safety and well-being a major priority in their work - remember: Safeguarding is Everyone's Business!

Tom Harrison
ECB Chief Executive Officer

NSPCC Endorsement of the ECB's Safeguarding Policy

'All children and young people have the right to participate in their sport in a safe and enjoyable environment. National governing bodies of sport need to provide support, which includes up to date user friendly guidance, to help staff and volunteers working with children to fulfil their duty of care towards their participants. The ECB's revised Safe Hands manual builds on the previous resources and reflects current best practice in safeguarding.

Everyone involved in delivering cricket to children and young people has a role to play in creating the best possible environment for them. The emphasis in this updated version of Safe Hands is on providing a welcoming and inclusive club, where the views of children and their parents are actively sought and considered. The 'kit bag' provides the resources that cricket clubs need to create an environment where children will feel safe and where they can have confidence in sharing any concerns they may have. Implementation through staff and volunteers across cricket who are 'professional' and approachable will help children feel safe and will encourage good practice.

We are living in a world where developments in technology move rapidly. It is essential that adults are aware of both the benefits and the hazards associated with social media and electronic communications in order to ensure young people's safety is prioritised. The guidance for clubs on the use of social media, texting and email is helpful and provides the clear and straightforward guidance that Sports clubs are asking for.

The NSPCC Child Protection in Sport Unit is pleased to endorse this revised version of Safe Hands and the wider work that the ECB is undertaking in relation to safeguarding children involved in cricket.'

Anne Tiivas

Director NSPCC Child Protection in Sport Unit

ECB Guidance Concerning the Use of this "Safe Hands" Manual

This "Safe Hands" manual provides a source of policy statements relating to safeguarding and a practical guide, and reference document, for cricket clubs and all those involved with cricket. The most up to date version is always available on the ECB website.

Safeguarding is Everyone's Business. "Safe Hands" helps clubs, centres, teams, squads, academies, leagues and all involved in cricket to plan, prioritise and implement the various safeguarding activities necessary to provide the best possible environment and experience for children in cricket.

"Safe Hands" takes into account relevant legislation at the time of publication, but it does not intend to make the reader an expert on the legal framework, or subject, of safeguarding. Instead it offers practical guidance, aiming to increase general awareness of both mandatory requirements and good practice.

The "Safe Hands" Safeguarding Policy operates on both a national and local level, and is written to be applicable to all levels of the game across all areas of the country. "Safe Hands" must be adopted and implemented by every cricket club affiliated to the ECB.

The guidance in this manual is reviewed every year by the ECB to ensure it remains current and relevant.



Key Definitions and Concepts

The key definitions and concepts shown below are taken from “Working Together to Safeguard Children, 2018”. This is Government guidance for agencies to safeguard and promote the welfare of children.

“Child”	A child is anyone who has not yet reached their 18th birthday. ‘Children’ means ‘children and young people’ throughout. The word child/children will be used throughout this publication to denote <u>all persons under the age of 18</u> .
“Safeguarding and promoting the welfare of children”	This is defined in government guidance (Working Together to Safeguard Children 2018) as: <ul style="list-style-type: none"> - protecting children from maltreatment - preventing impairment of children’s health and development - ensuring that children grow up in circumstances consistent with the provision of safe and effective care and - taking action to enable all children to have the best outcomes
Key Concept – Who is responsible for safeguarding?	‘Working Together to Safeguard Children, 2018’ states: <p>“safeguarding children – the actions we take to promote the welfare of children and protect them from harm - is everyone’s responsibility.”</p>
Key Concept – A child-centred approach	‘Working Together 2018’ states that a “child centred approach is fundamental to safeguarding and promoting the welfare of the child” AND <p>“Anyone working with children should see and speak to the child; listen to what they say; take their views seriously...”.</p>
Key Concept – “Early Help”	‘Working Together 2018’ encourages all agencies to provide ‘Early help’ – “Providing early help is more effective in promoting the welfare of children than reacting later”. We must make sure we have planned for children’s involvement to make sure we are meeting their needs, and if we have any concerns about a child, to act on these without without delay.

Key Definitions and Concepts

Key Concept - “Child Protection”	Child protection is one part of safeguarding and promoting welfare. It refers to the activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm as a result of maltreatment. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.
“Abuse”	For definitions of the different types of abuse, and common indicators of abuse please see Section 2.



Glossary of Other Terms

Children's Social Care	The services formerly known as Social Services, (the name may vary around the country)
CPSU	Child Protection in Sport Unit
CRB	The former Criminal Records Bureau (who provided 'CRB' checks until December 2012.) Now part of the DBS.
DBS	Disclosure and Barring Service (Organisation formed in 2012 by the merger of the former Criminal Records Bureau and Independent Safeguarding Authority)
ECB	England and Wales Cricket Board Limited
ECB ACO	England and Wales Cricket Board Association of Cricket Officials
ECBCA	England and Wales Cricket Board Coaches Association
LADO	Local Authority Designated Officer
LSCB	Local Safeguarding Children Board
Match Official	Umpires and scorers (whether members of the ECBACO or not)
NSPCC	National Society for the Prevention of Cruelty to Children
Official/Staff/ Volunteer/Team Manager and so on	A variety of titles have been used within this document to describe people working in cricket, such as 'staff', 'official', 'volunteer', 'team manager' and so on. This policy applies either directly, or indirectly, to all individuals involved in cricket according to their level of contact with children in cricket.
Safeguarding Partners	The lead agencies responsible for safeguarding: Local Authority, Health (Clinical Commissioning Group) and Police
Regulated Activity	Regulated Activity involves training, teaching, instructing, supervising or caring for a child on a frequent or intensive basis in an unsupervised capacity. Further information is available at https://www.gov.uk/government/collections/dbs-eligibility-guidance
Regulated Activity Provider (RAP)	The cricket organisation (such as County Boards, leagues, panels and clubs) that appoints people to roles of regulated activity
Supervision	For an individual to be deemed to be 'supervised', another individual, also carrying out Regulated Activity AND who has been ECB vetted, must be able to see and hear the interactions between the individual and the child/ren AT ALL TIMES IN ALL SESSIONS.

Acknowledgements

The ECB works with many individuals and organisations to continually improve its Safeguarding Work. We would like to thank them for their support and, in particular, when listed below their kind permission for use and adaptation of materials:

- Amateur Swimming Association
- British Canoe Union
- British Triathlon
- British Weight Lifting Association
- England Netball Association
- Federation of Artistic Roller Skating
- Kidscape
- Lawn Tennis Association
- Rugby Football Union
- sportscoach UK
- The Football Association
- NSPCC

We would also like to thank the NSPCC Child Protection in Sport Unit for all their support.



Section 2 - Safeguarding and a Club's Duty of Care



Safeguarding and a Club's Duty of Care

The ECB has produced an overall policy for safeguarding and protecting children in cricket. All ECB affiliated clubs must formally adopt the ECB's "Safe Hands' Safeguarding and Protecting Children Policy Statement".

Each individual cricket club must also produce a safeguarding policy statement based on the guidance "XXXXXX Cricket club – Safeguarding Policy Statement"

Safeguarding is about creating a culture where the game interacts with children as participants in cricket, be this as All Stars, players, officials, coaches, spectators, or volunteers. Safeguarding in cricket is all about providing a safe and welcoming environment tailored to the needs and requirements of children. It is about making sure they have fun, are safe, and have a great time.

By seeking the views and opinions of children we will create an environment where children feel able to share any concerns they may have.

Key to this is the recruitment and vetting of the many invaluable individuals who give so much to children in cricket.

Through safe recruitment and vetting practices, we can endeavour to make sure that we have the right people teaching, instructing, training, caring for and supervising children in the game. A thorough recruitment and vetting process also ensures the individual is aware of their particular safeguarding responsibilities in that role.

The diagram 'Safeguarding Children' sets out the requirements placed by statutory guidance ("Working Together to Safeguard Children, 2018") on any organisation that provides services for, or works with, children.

The “Safe Hands” Safeguarding and Protecting Children Policy Statement

- The ECB is committed to ensuring all children who take part in cricket, have a safe positive and fun experience, whatever their level of involvement
- The welfare of all children is paramount
- All children within cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy the game in an environment safe from abuse of any kind
- The ECB recognises the importance of safeguarding children within the game and is committed to developing, and implementing, policies and procedures which ensure that everyone knows, and accepts, their responsibility in relation to a duty of care for children
- The ECB is committed to ensuring there are correct and comprehensive procedures for responding to, recording and reporting child safeguarding concerns
- The ECB will endeavour to ensure all suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately in line with ECB policy and procedures
- The ECB recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the game of cricket
- The ECB is committed to ensuring that safeguarding and protecting children is central to its development of the game and as such requires all clubs and other bodies who wish to seek ECB support, whether financial or otherwise, for developing facilities and/or opportunities to play the game of cricket, to have adopted and implemented this “Safe Hands” Safeguarding Policy
- It is a mandatory requirement that all County Boards, affiliated leagues and clubs must adopt and implement the ECB “Safe Hands” Policy and they will be supported to do so through education and training
- All affiliated clubs must appoint a Club Welfare Officer to ensure that appropriate procedures are followed
- The ECB recognises the responsibility of the statutory agencies and is committed to working with Local Safeguarding Children Boards and Local Authority Designated Officers and complying with their procedures and the statutory guidance “Working Together to Safeguard Children 2018”
- The ECB is committed to promoting sound recruitment procedures and good practice for all individuals working within cricket whether in a paid or voluntary capacity
- The ECB will ensure that individuals will receive support through education and training, to be aware of, and understand, best practice and how to manage any safeguarding issues which may come to light
- The ECB recognises that it is not the responsibility of those individuals working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns

It is a mandatory requirement for all ECB affiliated clubs to make a constitutional adoption of the ECB “Safe Hands” Safeguarding Policy.

To do this it will be necessary for clubs to make amendments to their constitution to reflect the safeguarding principles which they must adhere to. It is suggested that the following wording is used:

“To ensure a duty of care to all members of the club by adopting and implementing the ECB “Safe Hands” – Cricket’s Policy for Safeguarding Children and any future versions of the policy.”

A vote is normally needed at the club’s AGM to make this formal adoption. For those clubs who do not have an AGM in the foreseeable future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure.

In addition to adopting the ECB’s “Safe Hands” policy, creating an individual “Club Safeguarding Policy Statement” is a requirement for all ECB affiliated clubs. Guidance on how to do this and a template that can be used are shown in The ‘Safeguarding Kit Bag’ in Section 3 of this manual.

The ECB’s “Safe Hands” Safeguarding Policy Statement and Underpinning Principles guide the “Safe Hands” programme. However, in addition, there are a number of key Points of Policy on the Safeguarding Programme that the ECB needs to ensure that clubs and participants understand are fundamental to the effectiveness of safeguarding in cricket.

1. All cricket participants should recognise and follow a Code of Conduct

The ECB provides codes of conduct for all cricket participants – the Code of Conduct for Members and Guests, the Code of Conduct for Coaches and the All Stars Code of Conduct. These codes of conduct provide participants with details of acceptable, and unacceptable behaviour, and the expectations of others in relation to good operational practices.

2. Juniors require adequate supervision

A minimum of two adults are required at every session and additionally the appropriate ratio of adults and children must be met.

3. All adults who work with children in cricket, either as a volunteer or paid, must be recruited appropriately. This includes being vetted for their suitability to work with children

Vetting Procedures include the use of Disclosure and Barring Service (DBS) checks and/ or non-UK equivalent checks

4. Physical contact should always be intended to meet the child’s needs not the adult’s

It is obvious that adults should never touch a child inappropriately. A responsible adult should only use physical contact if it’s aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

The adult should explain the reason for the physical contact to the child, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

A Club’s Duty of Care

Any individual, organisation, club, County Board squad etc has a duty of care to ensure the safety and welfare of any child , to safeguard and protect them from reasonably foreseeable forms of harm.

Safeguarding is about all of us acknowledging this duty of care and putting practical measures in place to minimise the likelihood of foreseeable harm arising.

To demonstrate this duty of care, all cricket clubs:

- Must constitutionally adopt the ECB’s “Safe Hands” Policy
- Must define their club’s own Safeguarding Policy Statement
- Must follow the ECB reporting mechanism for concerns
- Must recruit, appoint and organise the training of a Club Welfare Officer
- Must have a “player profile system” to enable adults to exercise their duty of care in an emergency situation
- Must adopt the ECB Code of Conduct for Members and Guests
- **Must adopt the Codes of Conduct for Coaches and All Stars Activators**
- Must ensure that the following policies and procedures exist within the club:
 - Procedures for recruiting and appointing appropriate volunteers and/or paid staff

including training and support for these volunteers or staff

- Procedures for health and safety/risk assessment, including adherence to ECB policies/guidance on the wearing of helmets, fielding regulations, net safety, bowling directives, first aid, fluid intake, junior players in Open Age cricket and other similar matters

- Discipline procedure – which **MUST follow the Safe Hands guidance on matters involving any person under the age of 18 , with an appeals mechanism**

- Anti-bullying policy and procedures for dealing with bullying

- Changing rooms and showering policy

- **Photography, video, social media and live broadcast policy including the use of images**

- Transport policy

- Supervising children at cricket sessions policy

- Guidance on welcoming and safeguarding children with a disability

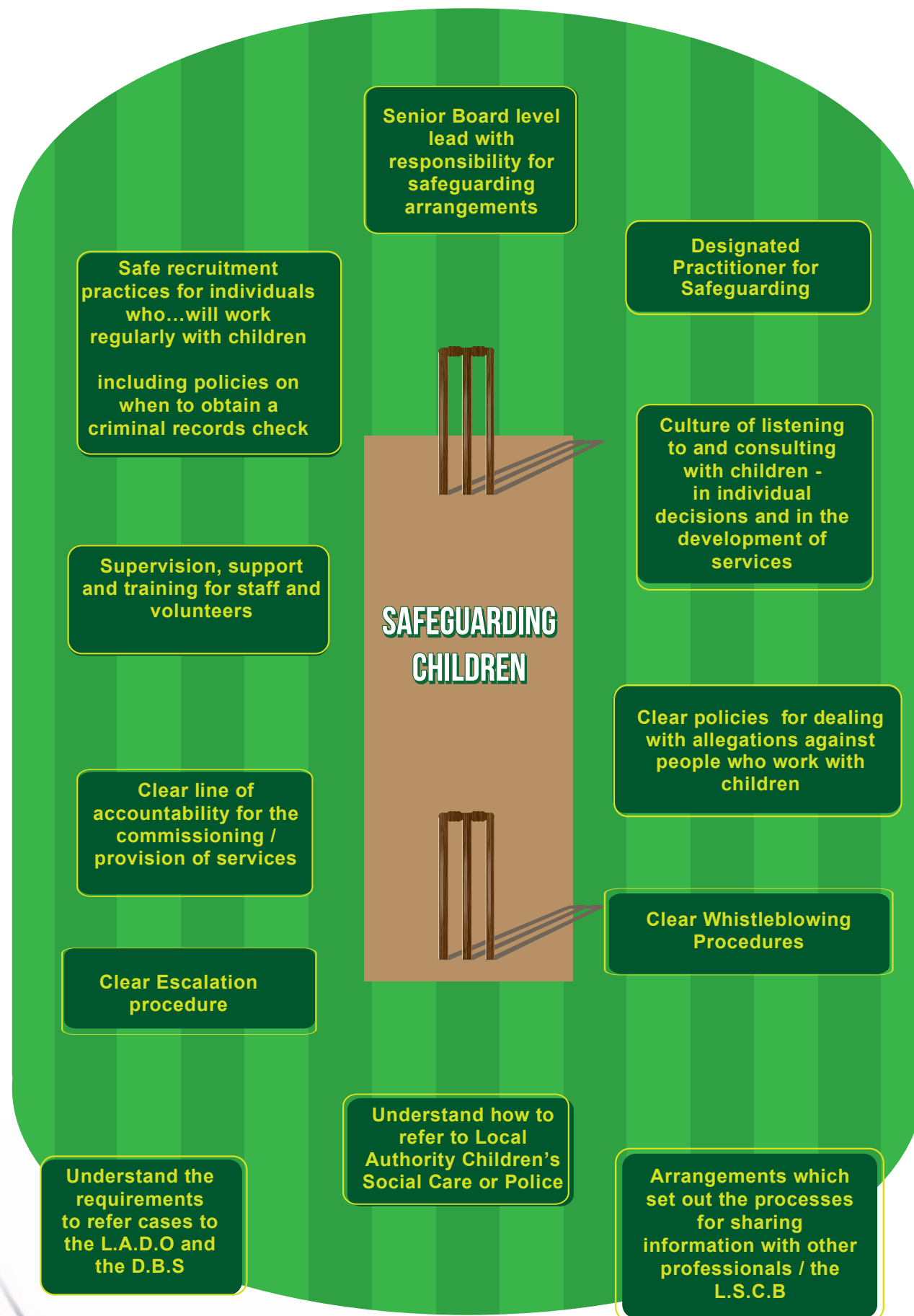
- Missing children policy

- Procedures for managing children away from the club

- Procedures for working with external partners; (i.e. club personnel undertaking cricket activities in schools, local authorities or similar organisations, on a voluntary or paid basis)

- Guidance for clubs on the use of Social Media, texts and email

'Working Together to Safeguard Children' 2018



Our Safeguarding responsibilities

The specific responsibilities of organisations in regard to safeguarding are set out clearly in Government guidance "Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children" 2018.

These responsibilities are there regardless of the ECB's procedures. This guidance sets out what these responsibilities are.

'Working Together' 2018" states:

"There are many sports clubs and organisations including voluntary and private sector providers that deliver a range of sporting activities to children. Some of these will be community amateur sports clubs, some will be charities. All should have the arrangements described in this chapter in place and should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary."

These responsibilities are

1 A clear line of accountability for the commissioning and / or provision of services designed to safeguard and promote the welfare of children

What does this mean for cricket clubs and organisations?

If somebody is delivering something on your behalf, you need to be satisfied about their safeguarding arrangements. They need to know who to report any concerns or incidents to in your organisation. Lines of accountability must be set out and clear

2 A Senior Board Level lead, with the required knowledge, skills and expertise, or sufficiently qualified and experienced to take leadership responsibility for the organisation's safeguarding arrangements

What does this mean for cricket clubs and organisations?

A Board Level person must take responsibility for making sure the responsibilities outlined here are met.

3 A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services

What does this mean for cricket organisations?

This is the golden thread that must run through all our work – we need to ask about and understand the needs of all the under 18s we work with - from All Stars to talented 17 year old players. Systems must be in place to seek their views and act upon them or respond.

4 Clear policies for dealing with allegations against people who work with children

What does this mean for cricket organisations?

The ECB reporting procedure as set out in 'Safe Hands' must be followed. Concerns must be shared with the Welfare Officer, the County Welfare Officer, or the ECB Safeguarding team as soon as possible.

5 Clear whistleblowing procedures and ...escalation policies for staff to follow if their child safeguarding concerns are not being addressed within their organisation or by other agencies

What does this mean for cricket organisations?

People need to know where to report concerns if they are not satisfied they are being dealt with – and should be encouraged to do so. It must be made clear to people how to go ‘up the chain’ to make sure issues are dealt with. There should be no repercussions for doing so.

6 Arrangements which clearly set out the processes for sharing information with other practitioners and with safeguarding partners

What does this mean for cricket organisations?

The ECB provides guidance on this matter – so long as the Child Safeguarding Procedure is followed and concerns are reported, the ECB Safeguarding Team will provide the lead on Information Sharing.

7 Designated practitioner for child safeguarding. Their role is to support other practitioners ...to recognise the needs of children, including protection from possible abuse...roles should always be explicitly defined in job descriptions. Practitioners should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively

What does this mean for cricket organisations?

A Designated Club Welfare Officer / County Welfare Officer / Squad Welfare Officer / Academy Welfare officer etc must be in post.

8 Safe recruitment practices and ongoing safe working practices for individuals who...work regularly with children, including policies on when to obtain a criminal record check

What does this mean for cricket organisations?

The ECB provides guidance on which roles in cricket require ECB vetting through an ECB DBS check. You must follow this guidance.

9 A culture of safety, equality and protection within the services you provide

What does this mean for cricket organisations?

These matters need to be at the centre of your thinking, planning and review.

10 Recruitment and training : staff must be competent to carry out their responsibilities for safeguarding, staff should be given a mandatory induction, including familiarisation with child protection procedures and all practitioners should have regular reviews of their own practice to ensure they have knowledge skills and expertise that improve over time

What does this mean for cricket organisations?

Safeguarding knowledge and skills need to be central to recruitment, training and review for staff and volunteers in the organisation

Definitions of Abuse, Cricket Examples of Possible Abuse, and Common Indicators of Possible Abuse

All involved in children’s sport have a responsibility to be able to recognise and respond to signs and indicators of child abuse.

It is hoped that this will be a useful reference for all in cricket, particularly those in roles connected with children.

Recommended process/activities

- All involved in children’s sport need to be familiar with the information below.
- Welfare Officers are encouraged to share the cricket examples provided, with other key people within their clubs and organisations
- When reading the information outlined in this section, remember :

It is not the responsibility of those working in cricket to decide that child abuse may be occurring, but it is their responsibility to act on any concerns.

Guidance

Defining abuse

Any person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

The definitions of abuse are detailed below:

<p>Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.</p> <p>Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.</p> <p>They may be abused 'online' and by text, email, or other electronic messaging by an adult or adults, or another child or children.</p>	
Physical abuse	<p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, biting, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, or carer, fabricates the symptoms of, or deliberately induces, illness in a child ('Fabricated or Induced Illness' or 'FII')</p> <p>Examples of physical abuse in cricket may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body, or where drugs are used to enhance performance.</p>
Emotional abuse	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <ul style="list-style-type: none"> • It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person • It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate • It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction • It may involve seeing or hearing the ill-treatment of another • It may involve serious bullying (including 'cyberbullying'), causing children frequently to feel frightened or in danger or the exploitation or corruption of children <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p> <p>Emotional abuse in cricket may occur if children are subjected to undue or repeated criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations.</p>

Sexual abuse	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.</p> <ul style="list-style-type: none"> • The activities may involve physical contact including penetrative or non-penetrative acts, and non-contact activities, such as involving children in looking at, or in the production of, in appropriate material including sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways • Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children <p>There are situations within all sports, including cricket, in which the potential for this form of abuse exists:</p> <ul style="list-style-type: none"> • Some individuals have deliberately targeted sports activities, in order to gain access to, groom, and abuse, children • There is evidence that individuals have sometimes ignored governing body codes of practice, and used physical contact within a coaching role to mask their inappropriate touching of children • Some people have used sporting events as an opportunity to take inappropriate photographs or videos of sports people (including children) in vulnerable positions
Neglect	<p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.</p> <p>It may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Provide adequate food, clothing and shelter (including exclusion from home or abandonment) • Protect a child from physical and emotional harm or danger • Ensure adequate supervision (including the use of inadequate care-givers) • Ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p> <p>Examples in cricket could include a coach not ensuring that children are safe, exposing them to undue cold, heat or to unnecessary risk of injury. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

Common Indicators of Abuse

Bullying	<p>Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:</p> <ul style="list-style-type: none">• Physical (for example, hitting, kicking, theft)• Verbal (for example, racist or homophobic remarks, threats, name calling)• Emotional (for example, isolating an individual from the activities and social acceptance of their peer group) <p>The competitive nature of sport makes it an ideal environment for the bully.</p> <p>Bullying in sport could be a parent who pushes their child too hard, a coach who shouts at, or humiliates children, or a child that actively seeks to make sport a difficult or unhappy experience for others.</p> <p>The ECB will not tolerate bullies at any level of the game. A sample club policy based on the Kidscape model is contained in the Kit Bag. This sample policy also includes procedures on dealing with bullying. (Kidscape is a national anti-bullying charity and provides support and training on bullying and prevention.)</p> <p>Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them.</p>
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Important note.....please remember

It is not the responsibility of those working in cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

All those in cricket who work with children need to be aware of indicators of abuse to ensure that the sport provides effective safeguarding. Your concerns may be raised by something you see (or hear) and /or something someone says. **If you find yourself wondering if you should share your concerns, the answer is YES!**

The following may cause you concern, and may be indicators of abuse and / or neglect:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury and the explanation for it seem inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Unexplained access to material goods, clothes, activities etc.
- Goes missing for periods of time.
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Stops, or is prevented from, socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Excessive fear of making mistakes

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but maybe indicative of a need to report concerns.

Some changes in behaviour can be caused by changes at home, for example, if a bereavement occurs.

All involved should encourage parents/carers to inform the coach or Club Welfare Officer of any significant changes which may affect the behaviour of their child.

Club Safeguarding Action Plan – first steps

All of the policy, procedure and guidance in the Safe Hands Folder and kitbag is important – but you need to know where to start. You will have seen the Club Action Plan on the 'Safe Hands training for Welfare Officers'. Here are your first steps in making sure your club provides a safe and welcoming environment for children

	Action	Start Date	Who will do this?	How will it be done?	Complete? Date.
1	Club formally adopts 'Safe Hands' Policy				
2	Club Welfare Officer is appointed, is DBS checked and attends the first available 'Safe Hands' training				
3	Roles where people work with children, that need DBS checks, are understood, listed, and checks made				

	Action	Start Date	Who will do this?	How will it be done?	Complete? Date.
4	Codes of conduct for members and for juniors are in place				
5	Adult : Child ratios are understood and adhered to				
6	We know how to report any concerns				
7	Player profile (registration) forms are completed				
8	Children and young people know who they can go to if they have any problem				

Section 3 - The "Safe Hands"
Safeguarding Kit Bag



The 'Safe Hands Safeguarding Kit Bag'

Contents

Putting things in place – background work, policies and paperwork

- Creating an individual club safeguarding policy statement, including a sample club safeguarding policy statement template
- ECB guidance for Codes of Conducts, including:
 - ECB code of conduct for : members and guests; All Stars Cricket Activators ; Coaches
- Producing a code of conduct for children
- The ECB whistle blowing policy
- Useful safeguarding contacts
- Player profile system – enabling adults to exercise their duty of care in an emergency situation, including a player profile form template
- ECB guidance on welcoming and safeguarding children with a disability
- Sample 'anti-bullying policy' and procedures for dealing with bullying
- Changing rooms and showering
- **Photography, filming and social media broadcast guidelines**
- Transport to and from matches
- Managing children away from the club
- Missing children
- **ECB Guidance for clubs on Sun Safety and O.K. Kids Sun Safety Code**
- Working with external partners
- Guidance on creating a welcoming environment, and a sample welcome letter for parents
- **ECB Guidance for clubs on the use of Social Media, texts apps, email and messaging services, and sample CPSU policy**
- ECB Guidance for clubs and leagues on Disciplinary Procedures involving under-18s
- ECB Guidance on specific concerns arising for children outside of cricket
female genital mutilation

The 'Safe Hands Safeguarding Kit Bag'

Having the right people in place – recruitment and guidance

- ECB guidance on appointing and training a Club Welfare Officer
- ECB guidance on appointing appropriate volunteers and/or paid staff to work with children
- ECB Guidance on roles in Cricket that require an ECB Vetting check
- ECB Guidance: **How to determine which roles are regulated activity in cricket**
- ECB reference form template
- ECB non UK resident vetting form
- ECB guidance for all staff and volunteers working with children
- ECB guidance for coaches working with Children
- ECB Guidance for Staff and Volunteers working with Children
- ECB Guidance for Coaches working with Children

What to do if you have concerns

- Responding to, recording and reporting concerns
- Guidance on Recording of information

Cricket specific safeguarding guidance

- ECB guidelines on supervising children at cricket sessions
- ECB Guidance on the Wearing of Cricket Helmets ("Head protectors") by Young Players
- ECB Guidance: **concussion, including factsheets for coaches, players, umpires and parents**
- ECB fielding regulations
- ECB fast bowling directives
- ECB guidelines for junior players in open age cricket
- ECB guidelines on girls playing in boys age group leagues and competitions

Putting things in place

Creating and formally adopting an Individual Club Safeguarding Policy Statement

In addition to adopting the ECB's "Safe Hands Policy", all ECB affiliated clubs must create and formally adopt an individual "Club Safeguarding Policy Statement."

We recognise that some cricket clubs will be part of a larger multi-sport club. Even if a cricket club is a 'section' of another club the cricket committee still needs to identify the elements of the "Safe Hands Policy" which are directly applicable to the cricket section and those that will require consultation with the umbrella sports club committee for implementation. It is vital in these circumstances that the cricket club ensures the umbrella committee has addressed all the issues within the "Safe Hands Policy" and recognises its separate responsibilities for safeguarding. Collaboration between all sports sections within such clubs is necessary for effective safeguarding.

Please contact the ECB Safeguarding Team if further assistance is required in this area.

Recommended Process/Activities

1. The following template can be discussed and personalised by your Club Committee to meet the specific needs of your location.
2. Organise for the personalised "Club Safeguarding Policy Statement" to be formally adopted by your club. A vote is normally needed at the club's AGM to make this formal adoption. (For those clubs who do not have an AGM in the near future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure).
3. Having defined a club safeguarding policy, its content will then help everyone at the club to know how the club will approach safeguarding on an ongoing basis.
4. Once adopted, a copy of the club's own safeguarding policy should be displayed on the club notice board.

xxxxxx Cricket Club – Safeguarding Policy Statement

xxxxxxxxxx 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

ECB Guidance on Codes of Conduct

The ECB provides codes of conduct for all cricket participants – the Code of Conduct for Members and Guests; the Code of Conduct for Coaches, and the All Stars Cricket Activator Code of Conduct. These codes of conduct provide participants with details of acceptable and unacceptable behaviour, and the expectations of others in relation to good operational practices.

The codes of conduct provide clubs, All Stars Centres, leagues and other bodies with reference points for managing participants and as such assist in identifying unacceptable practice within the game.

Breaches of these codes of conduct can be dealt with at a local, regional or national level as appropriate in each individual circumstance.



Code of Conduct for Cricket Club Members and Guests*

All Members and Guests of this Cricket Club will:

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Promote the positive aspects of cricket, for example fair play
- Encourage all participants to learn the Laws and rules and play within them, always respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results
- Place the well-being and safety of children above the development of performance
- Ensure activities are appropriate for the age, maturity, experience and ability of the individual
- Respect children's opinions when making decisions about their participation in cricket
- Not smoke, drink or use banned substances while working with children in the club
- Not provide children with alcohol when they are under the care of the club
- Follow ECB guidelines set out in the "Safe Hands – Cricket's Policy for Safeguarding Children" and any other relevant guidelines issued
- Report any concerns in relation to a child, following reporting procedures laid down by the ECB

* Members and guests include all members and officers of the cricket club and all guests of those members and officers, as well as all individuals who watch/attend/participate/officiate in matches hosted by the club in whatever capacity.

In addition to the above, all club officers and appointed volunteers will:

- Have been appropriately vetted, if required
- Hold relevant qualifications and be covered by appropriate insurance
- Always work in an open environment (i.e. avoid private, or unobserved, situations and encourage an open environment) NB This includes the online world – club officers and volunteers are discouraged from online or other electronic communication with children – any such communication should be via parents.
- Inform players and parents of the requirements of cricket
- Know and understand the ECB's "Safe Hands – Cricket's Policy for Safeguarding Children"
- Develop an appropriate working relationship with young players, based on mutual trust and respect
- Ensure physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player's full consent and approval
- Not engage in any form of sexually related contact with a young player. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines. These recommend "people in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care"
- Attend appropriate training to keep up to date with their role, especially with respect to the safeguarding of children

All Stars Cricket Activators Code of Conduct



- ★ Make sure you and the children have fun!
- ★ Introduce yourself as the Activator at the start of the Sessions and welcome the children by name when they arrive where possible.
- ★ Display high standards in use of language, manner, punctuality, preparation and presentation.
- ★ Make sure you have enough Assistant Activators / Parent Helpers to run the session safely (at least 1 adult for every 8 children).
- ★ Always treat all individuals with respect and challenge any discrimination – we must make sure everyone has fun!
- ★ Communicate with and provide feedback to children in a way that reflects respect and care. (Remember what you say and how they hear it may be different).
- ★ Promote good practice and challenge any poor practice. By 'practice' we mean the way people are around children, the things they do and don't do, their preparation for sessions etc.
- ★ Be aware of the physical needs of the children and ensure that the activity and equipment is appropriate in line with the All Stars Cricket Curriculum. (Any specific needs will be identified on child registration – Activators can ask their ASC Champion to help with any amendments to activities if required).
- ★ Ensure that physical contact is appropriate and necessary, and is carried out with the child's full consent and approval.
- ★ Use the All Stars Cricket equipment and do not allow children to use inappropriate equipment e.g. hard balls, wooden bats. Use the correct size of bats and balls.
- ★ Be a friendly professional. Friendly and professional!
- ★ **Inform parents/guardians immediately if you are at all concerned about the welfare of a child, unless the concerns may be about the parent/guardian.**
- ★ **Use the 'Safe Hands' reporting procedures if you have a concern - share it with your Club Welfare Officer. Not taking action is not acceptable.**



ECB Coaches Code of Conduct

Rights/Relationships/Responsibilities

In partnership with



ECB Coaches Code of Conduct

Cricket coaches play a crucial role in the development of the game and in the lives of the players they coach. Good cricket coaches ensure that individuals in cricket have positive experiences and are therefore more likely to continue in the game and achieve their potential.

Coaching, as an emerging profession, must demonstrate at all levels, a high degree of honesty, integrity and competence. The need for cricket coaches to understand and act on their responsibilities is of critical importance to the game, as is the concept of participation for fun and enjoyment as well as achievement. This is implicit within good coaching practice and promotes a professional image of the good practitioner. This *Code of Conduct* sets out the standards that coaches are required to meet.

Good cricket coaching practice needs to reflect the following key principles:

- **Rights**

Cricket coaches must respect and champion the rights of every individual to participate in the game.

- **Relationships**

Cricket coaches must develop a professional relationship with players (and others) based on openness, honesty, mutual trust and respect.

- **Responsibilities – personal standards**

Cricket coaches must demonstrate proper personal behaviour and conduct at all times.

- **Responsibilities – professional standards**

To maximise the benefits and minimise the risks to players, coaches must attain a high level of competence through appropriate qualifications and a commitment to ongoing training that ensures safe and correct practice.

Implementation issues

This code sets out the standards that coaches are required to meet. It reflects BEST PRACTICE in coaching across the broadest spectrum of roles and responsibilities and the ECB recognises that the extent to which coaches are required to comply with all the content of this code may be considered by reference to the nature of the coaching role.

All coaches holding recognised ECB qualifications are required to abide by this code.

This code:

- is a constituent part of a policy and procedure for dealing with allegations and complaints
- is used as the definitive guide and benchmark measure of coaching practice in determining any need for sanctions against a coach
- is fully integrated into the cricket and coach education process
- is assessed as part of the cricket coach accreditation process
- is supported by the appropriate training and resources.

sports coach UK has developed a suite of training resources that underpin many of the concepts contained within this *Code of Conduct*.

These include:

- *Safeguarding and Protecting Children* (formerly *Good Practice and Child Protection*)
- *Equity in Your Coaching*.



Principle	Statement	Issues	Actions
Relationships	Cricket coaches must develop a professional relationship with players (and others) based on openness, honesty, mutual trust and respect	<p>Cricket coaches:</p> <ul style="list-style-type: none"> • must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying) • should promote the welfare and best interests of their players • must avoid sexual intimacy with players, either while coaching them or in the period of time immediately following the end of the coaching relationship • must take action if they have a concern about the behaviour of an adult towards a child • should empower players to be responsible for their own decisions • should clarify the nature of the coaching services being offered to players • should communicate and cooperate with other organisations and individuals in the best interests of players. 	<ul style="list-style-type: none"> • Be aware of the physical needs of players, especially those still growing, and ensure that training loads and intensities are appropriate. • Ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines with the player's full consent and approval. • Do not engage in any form of sexually related contact with an under age player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. • Inform parents or guardians immediately if you are at all concerned about the welfare of a child. • Discuss with parents and other interested parties the potential impact of the programme on the player. • Arrange to transfer a player to another cricket coach if it is clear that an intimate relationship is developing. • Know and understand the relevant ECB or employer policies and procedures in this regard. • Follow the reporting procedures laid down by ECB or your employer if you have a concern – non-action is unacceptable. • Respect players' opinions when making decisions about their participation in cricket. • Encourage players to take responsibility for their own development and actions. • Allow players to discuss and participate in the decision-making process. • Discuss and agree with players what information is confidential. • Inform players or their parents of the requirements of cricket. • Inform players or their parents of any potential costs involved in accessing the coaching services on offer. • Be aware of and communicate on any conflict of interest as soon as it becomes apparent. • Do not work with any other cricket coach's player without first discussing or agreeing it with both the coach and the player involved. • Identify and agree with players which other experts or organisations could offer appropriate services.

Principle	Statement	Issues	Actions
Rights	Cricket coaches must respect and champion the rights of every individual to participate in cricket	Cricket coaches should: <ul style="list-style-type: none"> assist in the creation of an environment where every individual has the opportunity to participate in cricket create and maintain an environment free of fear and harassment recognise the rights of all players to be treated as individuals recognise the rights of players to confer with other cricket coaches and experts promote the concept of a balanced lifestyle, supporting the well-being of the player both in and out of cricket. 	<ul style="list-style-type: none"> Treat all individuals in cricket with respect at all times. Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion. Do not condone or allow to go unchallenged any form of discrimination. Do not publicly criticise or engage in demeaning descriptions of others. Be discreet in any conversations about players, cricket coaches or any other individuals. Communicate with and provide feedback to players in a manner that reflects respect and care.
Principle	Statement	Issues	Actions
Responsibilities – personal standards	Cricket coaches must demonstrate proper personal behaviour and conduct at all times	Cricket coaches: <ul style="list-style-type: none"> must be fair, honest and considerate to players and others in cricket should project an image of health, cleanliness and functional efficiency must be positive role models for players at all times. 	<ul style="list-style-type: none"> Operate within the rules and the spirit of cricket. Educate players on issues relating to the use of performance-enhancing drugs in cricket and co-operate fully with UK Sport and ECB policies. Maintain the same level of interest and support when a player is sick or injured. Display high standards in use of language, manner, punctuality, preparation and presentation. Encourage players to display the same qualities. Do not smoke, drink alcohol or use recreational drugs before or while coaching. This reflects a negative image and could compromise the safety of your players. Display control, respect, dignity and professionalism to all involved in cricket.

Principle	Statement	Issues	Actions
Responsibilities – professional standards	To maximise the benefits and minimise the risks to players, cricket coaches must attain a high level of competence through qualifications, and a commitment to ongoing training that ensures safe and correct practice	Cricket coaches will: <ul style="list-style-type: none"> ensure the environment is as safe as possible, taking into account and minimising possible risks promote the execution of safe and correct practice be professional and accept responsibility for their actions make a commitment to providing a quality service to their players actively promote the positive benefits to society of participation in cricket contribute to the development of cricket coaching as a profession by exchanging knowledge and ideas with others gain ECB coaching qualifications appropriate to the level at which they coach cricket. 	<ul style="list-style-type: none"> Follow the guidelines of the ECB or your employer. Only allow participation if there is no risk to the player. Plan all sessions so they meet the needs of the players and are progressive and appropriate. Maintain appropriate records of your players. Recognise and accept when it is appropriate to refer a player to another cricket coach or specialist. Seek to achieve the highest level of qualification available. Attend continuing professional development (CPD) to maintain up-to-date knowledge of technical developments in cricket. Attend CPD to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your players. Be aware of the social issues and how cricket can contribute to local, regional or national initiatives. Actively participate in recruitment and education opportunities in cricket. Actively contribute to local, regional and national initiatives to improve the standards and quality of cricket coaching both in cricket and sport in general. Practise in an open and transparent fashion that encourages other cricket coaches to contribute to or learn from your knowledge and experience. Engage in self-analysis and reflection to identify your professional needs. Seek CPD opportunities to develop your cricket coaching skills and update your knowledge. Manage your lifestyle and cricket coaching commitments to avoid burnout that might impair your performance. Do not assume responsibility for any role for which you are not qualified or prepared. Do not misrepresent your level of qualification.



ECB Coach Education Department
Warwickshire County Cricket Ground
Edgbaston
Birmingham B5 7QX
Tel: 0121-440 1748
Fax: 0121-446 6344
Email: enquiries.coacheducation@ecb.co.uk



www.sportscoachuk.org

ECB Guidelines for a Code of Conduct for Children

The ECB encourages clubs to use the Code of Conduct for Members and Guests as a starting point for producing an additional Children's Code of Conduct.

The Government Guidance 'Working Together to safeguard Children 2018' tells organisations to listen to children and to involve them in decisions that affect them.

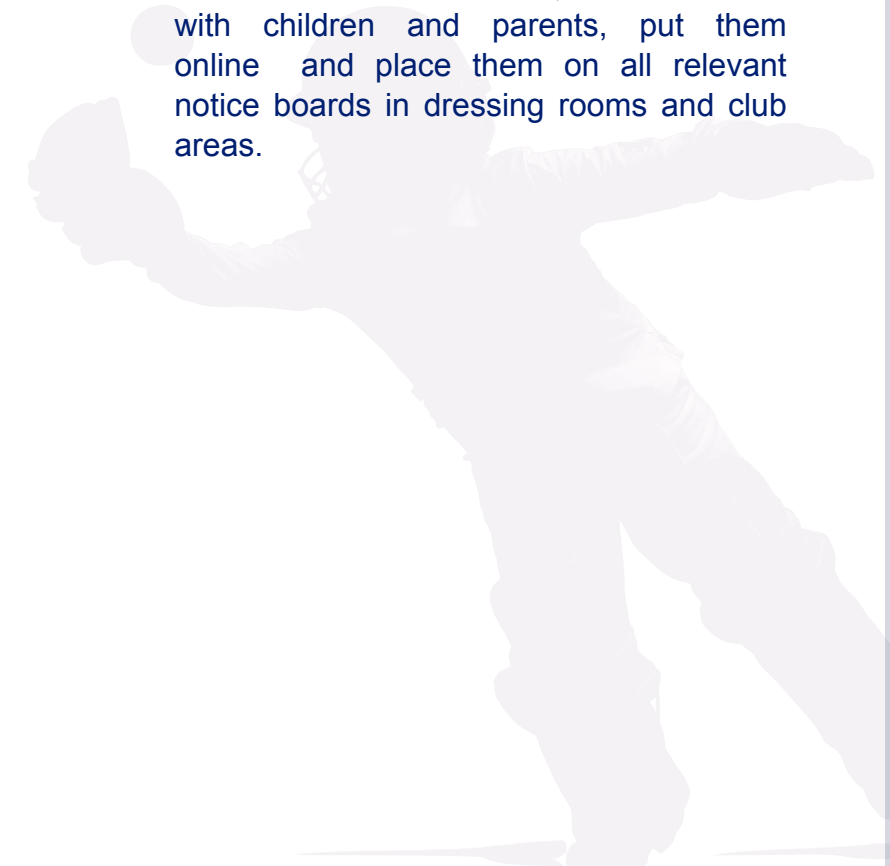
NSPCC research shows when children are empowered to create rules for themselves these rules are usually far more greatly respected, (and often stricter!) than those that adults might make.

Children can feel empowered by the ability to voice their own opinion about what they feel is acceptable behaviour. Coaches and the Club Welfare Officer should be the facilitators for this additional code of conduct.

Possible topics to discuss with children are:

- Why do they come to the club and what do they want to get from it – for example, to have fun, to learn how to play, to take part in matches, to be with their friends, to keep fit
- How do they want to treat, and be treated, by adults – officials, adult members of the club and spectators
- How do they want to treat, and be treated, by other children at the club
- How do they want to be able to raise any concerns they have
- What rules, or limits, do they think there should be
- How do they think any breaches of the code of conduct should be dealt with

It is important clubs draw attention to their codes of conduct, share these with children and parents, put them online and place them on all relevant notice boards in dressing rooms and club areas.



ECB Whistle Blowing Policy

Sharing your concerns promptly and with confidence

The ECB is committed to maintaining a culture where it is safe, and acceptable, for all those involved in cricket to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage. **These feelings, however natural, must never result in a child continuing to be unnecessarily at risk.** Remember, it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult, it is particularly important where the welfare of children may be at risk.

The ECB assures all involved in cricket that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

Reasons for whistle blowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from sharing concerns (whistle blowing?)

- *Fear of starting a chain of events*
- *Reluctance to disrupt work or training*
- *Fear of getting it wrong*
- *Fear of repercussions or damaging careers*
- *Fear of not being believed*

What happens next?

- You should be given relevant information on the nature and progress of enquiries
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- Your Club Welfare Officer, County Welfare Officer and the ECB have a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

ECB Safeguarding Whistle Blowing Procedures (sharing concerns promptly and with confidence)

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:

- Name address and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the nature of the allegation
- You should not attempt to deal with any allegation or suspicion yourself, rather inform your Club Welfare Officer or your County Welfare Officer or the ECB Safeguarding Team.

Specifically do not:

- Inform the person about whom the concern was raised
- Inform any other members, participants or employees
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

NEVER assume:

- “All is well, otherwise it would have been spotted earlier”
- “It doesn’t matter” or “no harm will arise”
- “Ignore it as it is not my responsibility”
- "Someone else must have reported it already"

Who do I tell?

The first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer, you should refer to your County Welfare Officer. If you cannot, or do not wish to, report the information to either of these, then please contact the ECB Safeguarding Team by email on safeguarding@ecb.co.uk or telephone 020 7432 1200.

Alternatively you can also contact Public Concern at Work on 020 7404 6609 or whistle@pcaw.org.uk

Feedback

The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and conclusion of investigations, although they may not be informed of the detail unless they would need this information in order to safeguard children.

Useful Safeguarding Contacts

Cricket Contacts for Safeguarding (please complete local details)		
Welfare Officer		
County Welfare Officer		
ECB Safeguarding Team	ECB Lord’s Cricket Ground London NW8 8QZ	T 020 7432 1200 E safeguarding@ecb.co.uk
Local Contacts for Safeguarding (please complete local details)		
Local Authority Designated Officer (LADO)		
Local Children’s Social Care (including out of office hours contact)		
Please note: In an emergency, the Samaritans will hold the Social Care Duty Officer’s contact number.		
The Samaritans		T 08457 909090
Local Police Child Protection Teams. In an emergency contact via 999 .		
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 www.nspcc.org.uk	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 www.thecpsu.org.uk	T 0116 2347278 E cpsu@nspcc.org.uk
Childline UK	Freepost 1111 London N1 OBR www.childline.org.uk	T 0800 1111
Child Exploitation and Online Protection Centre (CEOP)	33 Vauxhall Bridge Road London SW1V 2WG www.ceop.gov.uk	T 0870 000 3344
Other useful contact details		

GUIDANCE NOTES

This note is to assist you when amending this membership form for your Club.

The General Data Protection Regulation requires you to only collect data that you need, therefore you should review your form and the data fields and decide if it is absolutely necessary to collect the information. **For example:** Where you are collecting the contact details of a parent/legal guardian it would not be necessary to include a field which collects their work phone number or work address.

The membership form must be given to the parent/legal guardian of the child intending to sign up to your Club accompanied with the privacy notice. It is important to ensure that the privacy notice is clear and easy to understand. The purpose of the privacy notice is to explain how you will use their personal data. It is therefore important that the privacy notice reflects the data that you collect in the membership form.

Whilst this is specifically for Club members, the same principles will apply to forms and privacy notices required by Leagues, Boards and Associations. If you undertake other activities, you may need to add these additional activities to the privacy notice. Please remember that the privacy notice should be made available at the point of data collection.

If you use the Play-Cricket database as a source to obtain personal data, you will need to include this into your privacy notice. The privacy notice includes some guidance notes to assist you, (please delete once you have understood and edited).

If you wish to use this form template, please delete these guidance notes once you have edited the form in line with your club's needs ready to be used to sign up members to your Club.

CLUB JUNIOR MEMBERSHIP APPLICATION FORM 2018

(for players under the age of 18)

This form is designed to be completed by the parent, or legal guardian of any player under the age of 18.

Once completed, the form should be returned to [XXXX] at the club

SECTION 1: PERSONAL DETAILS OF YOUNG PLAYER

Name	Age / Date of birth
Home address	Post code

SECTION 2: PERSONAL DETAILS FOR PARENT/LEGAL GUARDIANS OF YOUNG PLAYER

Name	Home address (if different)	Post code (if different)
Email address:		

Home telephone number for parent/legal guardian:

Mobile telephone number for parent/legal guardian:

SECTION 3: EMERGENCY CONTACT DETAILS
Can we use the above details as a contact in an emergency? If not please provide the contact details of an alternative adult below.
 As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Name of an alternative adult who can be contacted in an emergency	Phone number for alternative named adult	Relationship which this person has to the child (for example, aunt, neighbour, family friend and so on)
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SECTION 4: SPORTING EXPERIENCE INFORMATION

Has your child played cricket before: Yes No

If yes, where has this been played?

Primary school Club
 Secondary school County
 Special educational needs school Local authority coaching session(s)
 Other (please specify):

SECTION 5: DISABILITY
 We will use this information for statistical purposes as well as to establish if there are any additional needs / support / adjustments that your child may require, please discuss this with us.

The Equality Act 2010 defines a disabled person as anyone with ‘a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’.

Do you have any physical or mental health conditions or illnesses that have lasted or are expected to last 12 months or more? Yes No

Does this disability or illness affect you in any of the following areas?

Vision impairment
 Hearing impairment
 Mobility impairment
 Dexterity impairment
 Learning impairment
 Memory impairment
 Mental Health impairment
 Stamina, Breathing or Fatigue impairment
 Developmental impairment
 Has other type of impairment, please provide more details:

SECTION 6: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/junior co-ordinator need to know and which would be affected by your child’s participation in cricket activities. Such as: allergies; medical conditions (for example - epilepsy, asthma, and so on); current medication; special dietary requirements, any additional needs, and/or any injuries. Please indicate if you would like to discuss this privately with us.

Name of doctor/surgery name

Doctor’s telephone number

Medical consent:
 I consent to my medical details to be shared with coaches/leaders for the purposes of the delivery of my safe participation in the cricket club activity.

Not providing consent will not affect your child’s membership to the Club, however giving us consent to share this information will help club volunteers to know how to respond effectively in the case of any medical emergency.

SECTION 7: PARENT/LEGAL GUARDIAN PARTICIPATION AGREEMENT :

I agree to the child named above taking part in the activities of the club.

I confirm I have read, or have been made aware of, the clubs policies concerning:

Changing / showering Missing children
 Transporting children Playing in open age (senior) matches
 Photography / video Anti bullying and the code of conduct
 Managing children Social media, text and email

I understand and agree to the responsibilities which I and my child have regarding these policies

I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate

SECTION 8: CLUB PHOTOGRAPHY/VIDEO CONSENT

I consent to the club photographing or videoing (name of child) involvement in cricket in line with the club photography/video policy.

If you do not wish to give consent for this please contact us to discuss how we can manage any potential photography. Not giving consent will not affect your child’s membership of the club.

SECTION 9: PRIVACY STATEMENT

[CLUB] take the protection of the data that we hold about you as a member seriously and will ensure that the data you provide is processed in accordance with data protection legislation.

Please read the full privacy notice below carefully to see how the Club will treat the personal information that you provide to us.

PARENT/GUARDIAN AGREEMENT

By returning this completed form, I confirm that I have legal responsibility of (name of child) and that I have read and understood the permission statements on this membership form and the privacy notice below.

Date : _____ Signature: _____

Club Membership Form (Junior) 2018

Privacy Notice

Under new laws coming into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

[CLUB] take the protection of the data we hold about you as a member seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection, what your rights are.

Names of data controller [Change this to the name of your organisation]	CLUB name
Categories of personal data we collect [Amend the following to reflect what you will collect in the membership form]	<ul style="list-style-type: none"> Name and date of birth Contact details Medical/specific requirements information Disability information Emergency contact details Sporting experience information Video/Photography agreement Participation agreement
Our sources of the personal data [Club to amend to add anybody else you may obtain personal data from]	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> The parent/legal guardian registering a child to join the club Club coaches and junior co-ordinator Medical practitioners Play cricket database
Automated decisions we may take	None

Purposes for which we process personal data

[Club to amend to add any additional purposes'. If you use data for direct marketing, you need to state this and ask for additional consent]

The club will process the personal data for:

- Administering bookings and attendance at sessions
- Dealing with medical needs/specific requirements
- Supporting the delivery of cricket sessions
- For training and competition entry Reporting of participation and any incidents and of figures and trends (including equality and inclusion information)
- For quality and improvement monitoring
-

Who we will disclose your personal data to

[Club to amend to add any additional discloses]

- Leagues
- The ECB
- Coaches and junior co-ordinators for administrating training sessions
- Volunteers who work at cricket clubs/venues to support the delivery of sessions.
- The County Cricket Board that supports the local Cricket Club whose programmes you have registered for

Legal basis for processing your personal data

The legal basis for the collection and processing of your personal data is:

- for administration and programme delivery:** that it is necessary to fulfil the contract that you are going to enter into or have entered into with us
- for dealing with medical needs:** that you have given your explicit consent or in the child's vital interests.
- in all other cases:** that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and does not prejudice or harm rights and freedoms of parents / guardians or the children that join the programme.

Your right to withdraw consent

Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.

Location of your personal data

The Club will keep your personal data within the European Economic Area.

How long we will keep your personal data for

We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with **XXX** as a member. X years after you cease to be a member of XXX or play an active part in XXX, we shall delete your data.

Your rights in respect of your personal data

You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.

Our contact details

[Insert the contact details of your organisation or preferably someone who

mail. XXXXX
email. xxxx@club.co.uk

ECB Guidance on Welcoming and Safeguarding children with a disability

is responsible for data protection in your organisation]	phone. XXXXXXXXXXXXXXX website. XXXXXXXXXXXXXXX
Complaints	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.

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>

Sample Anti-Bullying Policy for cricket clubs*

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

*with thanks to Kidscape for their expert advice and templates

ECB Guidelines on Changing Rooms and Showering Facilities

All ECB affiliated cricket clubs must have a Changing Policy, guidelines for which are provided here. These guidelines apply to the arrangements to be made for adults, and children, using changing facilities. Clubs should make arrangements so that children and adults do not use the same changing facilities at the same time.

Best practice principles to be adopted by clubs, wherever possible, 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 Photography, Filming and Social media broadcast Guidelines

The ECB wishes to ensure photography and video footage taken within cricket is done so appropriately.

Parents and carers should 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 introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in a club.

For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms.

Every club will have different facility access which is why each club must create their own policy. A photocopy of this page is not a club policy nor is a blanket ban a proportionate response.

All clubs, and leagues, must read the guidelines below and create a policy from this guidance that is manageable within their own environments.

The ECB is keen to promote positive images of children playing cricket and is not preventing the use of photographic or videoing equipment.

Please remember that photographs are considered 'personal data' in terms of Data Protection. Depending on the circumstance, consent from either the child, adult, or both should be sought before capturing, sharing or publishing images where a child can be identified, including posting on the club's website etc. In addition, as with all personal data you process, it should be processed in accordance with GDPR principles, and other relevant legislation and guidance.

Be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant about this. These individuals could attend the local

cricket club allowing people to presume they are related to a child involved. Any concerns during an event should be reported to a club official or event organiser, who should approach the individual concerned wherever possible.

It is also possible that if a picture and name was placed in the local paper, the club website etc, the information could be used inappropriately. For this reason the ECB guidance is that a child's picture and name should not appear together.

There may be other reasons why individuals may not wish their child's photograph to be taken by someone they do not know personally, for example estranged parents looking to gain access to a child, or families that have fled abusive situations. Parents / carers must **ALWAYS** be offered the opportunity to withhold consent for photographs / filming of their child.

Clubs must create a policy relating to the use of cameras during matches, training sessions and on other club occasions. The guiding principles are:

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches
- If no consent has been given for a child, then it is to be made known to the relevant person of the other team (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
- The children should be informed a person will be taking photographs
- The children should be informed that if they have concerns they can report these to the coach or team manager
- Concerns regarding inappropriate, or intrusive, photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern
- It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete

It is recommended that all cricket clubs as well as tournament/festival/event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below.

Use of images of children (for example on the web, in the media or in league handbooks), including broadcast on social media platforms:

- Ask for parental permission to use the child's image and, wherever 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
- Encourage the reporting of inappropriate use of images of children. If you are concerned, report your concerns to the County or Club Welfare Officer

Using video as a coaching aid:

There is no intention on the part of the ECB to prevent club coaches using video equipment as a legitimate coaching aid. However, players and parents/carers should be aware that this is part of the coaching programme, and material taken in connection with coaching, must be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.

The parents/carers and children must provide written consent for the use of photography and video analysis.

ECB Guidelines on Transport To and From Matches and Training

The club must have a policy on transporting children to and from matches and training. All clubs must ensure they have notified parents/carers that parents/carers are responsible for the safe delivery and collection of their child for matches or training.

It is advisable that at the annual start of year or season meeting, information is distributed which relates to all planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements. See Sample welcome letter for parents / carers

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 not the responsibility of the coach or team manager to transport, or arrange to transport, the children to and from the club or match.

The club must receive permission from parents/carers for children to participate in all competitions and away fixtures/events.

It is advisable for clubs to also establish with parents/carers a "pick up and drop off" policy, which specifically addresses matters such as late collection of children. Developing this policy at the start of season meeting will provide an opportunity to establish both club and parental expectations and will provide club officials with guidance should an incident arise during the season.



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

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'.

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

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 Guidance for clubs on Sun Safety

Taking part, or watching, outdoor summer sports can mean that young skin is subjected to 'prolonged sun exposure' which can result in sunburn, **even on a cloudy day**.

Figures from Cancer Research UK show that the incidence of melanoma in the UK is now five times higher than it was in the 1970s; more than 13,000 people develop melanoma each year, compared with around 1,800 in the mid-1970s.

The Skin Cancer Foundation estimates that 80% of lifetime sun exposure occurs during childhood and that **just one blistering sunburn can double the risk of getting melanoma later in life**.

The ECB Supports the Outdoor Kids Sun Safety Code

Devised and funded by the Myfanwy Townsend Melanoma Research Fund, and launched in May 2014, the Outdoor Kids Sun Safety Code **was** developed by a leading skin cancer specialist alongside experts in physical education and safeguarding.

The 'OK Sun Safety Code' sets out specific measures have been met and that you actively sun protect kids in your care, designed to keep guidelines 'front of mind' and ensure that good practice by clubs, coaches and teachers is supported by parents.

The ECB recommends that clubs, individual coaches, parents, and others, consider using the resources available through the 'OK Sun Safety Code', which provides information, advice, resources and accreditation on Sun Safety for children.

Clubs may choose to link the website from the club website.

The guidance includes making sure that coaches and others set an example and are seen to take steps to protect themselves, and that they encourage children to:

Wear a hat

Put on sun cream (factor 30 or above)

Cover up

<https://www.melanoma-fund.co.uk/>

OK Guidelines



Blow the whistle on Sunburn!

THE OUTDOOR KIDS SUN SAFETY CODE was devised by the Myfanwy Townsend Melanoma Research Fund. It is partnered with the Association for Physical Education (afPE), sports coach UK and the Youth Sport Trust and supported by over 80 NGB's and outdoor organisations.

Following the OK Guidelines is as much about teachers, coaches, leaders and instructors understanding and using sun protection as it is about communicating the key facts to children and their parents/carers. It is important for everyone to work together in a variety of ways to ensure that all children are protected.

There are three core elements to the Outdoor Kids Sun Safety Code:

1. EDUCATION 2. PROTECTION 3. LEADING BY EXAMPLE

“ It only takes a few incidence of sunburn to double a child's risk of getting melanoma in later life ”

Paediatric Dermatologist.

1. EDUCATION

To deliver effective sun protection you can make use of the following resources:

- OK Guidelines and Practical Advice for those Working Outdoors with Children (read and make available to all staff)
- OK Sun Pledge (create a set of actions tailored to your activity and resources)
- OK Sun Monitors (get children involved and educated at the same time!)
- OK Poster (print and display in a prominent position)
- OK Parents Leaflet (print and distribute)
- Content for Parents (ensure everyone is supporting your actions)

OK Sun Monitors

Get children involved by electing them as an OK Sun Monitor. We offer free badges and whistles, you simply need to educate children on your OK Sun Pledge and explain why sun protection is important. The way you implement this is up to you – just ensure they don't blow the whistle on **you!**



Following the Outdoor Kids Sun Safety Code means that everyone from coaches and teachers to parents and children are better informed.

2. PROTECTION

Our guidelines suggest levels of protection to be put in place where possible. It is important to remember that clothing and shade should always be the first line of defence underpinned by the use of SPF30+ sunscreen. The following is recommended:

Clothing

Teachers, coaches, leaders and parents should be familiar with the types of sun protective clothing that ideally should be worn. Recommendations should be made in line with suitability for each outdoor pursuit and the specific health and safety requirements needed to ensure safe enjoyment of each activity.

Essential kit

Clothing is the simplest line of defence.

We suggest that children should be asked to attend with the following items and these should be worn, where practical.

- Hat/cap
- Tops with long sleeves
- Legs covered when the child is a wheelchair user
- Wraparound sunglasses

We suggest that spare items should be made available to any child who does not have appropriate items.

Expert Advice for clothing: Protective clothing can be an easier solution for sun protection as it avoids the application of sunscreen which needs to be reapplied and can be sweated or rubbed off. Appropriate clothing will absorb or reflect harmful UVB rays. This can be of particular help for children with learning difficulties or very young children.

Darker colours or white afford more protection, as do close weave fabrics. Better still are UPF rated garments which are constructed of textiles affording a superior level of protection – ideally UPF 50 which will block out nearly all of the harmful UVB.

Sunscreen and its application

- a) The use of sunscreen should be recommended to all parents/carers and staff
- b) We recommend a minimum of SPF30 with both UVA/UVB protection (broad spectrum)
- c) Where young people have disabilities or special considerations that may affect their ability to utilise sunscreen, advice should be sought and procedures agreed with their parents/carers
- d) Consider the provision of a generic consent form which gives permission to a teacher, coach, leader or responsible adult to apply sunscreen should it be necessary

Expert Advice on SPF products: Creams can be more effective and give better protection. Sticks are good for the face and sensitive areas as there is less chance of running into eyes, when compared to using creams. Choose a product that is designed for children and ensure the product is within its sell by date. Do not worry about choosing named brands, just look for right level of protection (see above).

Expert Advice on application: Efficacy of application is very important; use a generous quantity of product (most of us do not use enough) and don't rub in too hard; it is better to pat lightly until the white has disappeared to be sure of coverage. Apply to all areas that will be exposed before dressing and leaving home and top up when you arrive at the outdoor activity. Ensure everyone has sunscreen with them and ensure everyone reapplies after lunch breaks. Even products that claim to be waterproof/water resistant/sweat proof or 'last all day' should be reapplied at least once during the day.

Take a look at our short film 'Blow the Whistle on Sunburn!' for further information on application techniques.

Where a child has a disability (physical or learning) that prevents their ability to do so effectively, a support system should be agreed in order for them to be protected.

Expert Advice for children with eczema: Parents/carers should check sunscreen for any known irritants in the ingredients and do a patch test to be sure. Before applying sunscreen the usual emollient and steroids (if used) should be applied, wait 30 minutes and then apply the sunscreen. Protective clothing is highly beneficial for children with a range of skin problems, some of which may make using sunscreen undesirable or impractical. If in doubt parents/carers should be recommended to consult their primary healthcare provider.

Expert Advice for children with allergies: Make sure that a request is made to be alerted to all medical conditions, including Polymorphic Light Eruption (PLE) or sunscreen allergies before children attend.

Polymorphic Light Eruption – reaction to exposure to sunlight, usually from spring onwards, but rare in children.

Allergic reaction to an ingredient in sunscreen – sunscreens work in one of two ways:

- Absorbing light rays
- Reflecting light rays

Allergies are usually caused by a reaction to chemicals contained in the sunscreens which absorb light rays, as for these to be effective, they are also absorbed by the skin. The reflecting creams containing minerals like zinc oxide and titanium dioxide sit on top of the skin, forming a barrier against the sun's rays and are therefore less likely to become an irritant.

Expert Advice for children with disabilities: Young people with disabilities may have different tolerances to the sun or may not be able to detect when their skin is feeling hot (or cold). For young wheelchair users, they can be particularly susceptible to sunburn on the tops of their legs if they are seated with their legs exposed to the sun. Parents/carers should ensure sunscreen is fully applied and give advice on how often cream should be reapplied. Protective clothing is highly beneficial for children with a range of disabilities that make them more susceptible to burning or less able to move into shade easily.

And don't forget the tricky bits!

B-E-E-N-S is a simple way to remember the easy to forget bits!

- **Back of knees**
- **Ears**
- **Eye area**
- **Neck & nose**
- **Scalp**

Expert Advice on wellbeing in the sun: Protection from the sun isn't just about sunburn, don't overlook heatstroke and heat exhaustion too. The following should be considered:

1. HYDRATION – All children should attend with water bottles (or access to water, or hydration for those children unable to drink unsupported), be encouraged to drink, and free supplies of water should be available at all times. For those children who find it more difficult to self-manage hydration, adults should prompt and support effective hydration.

2. SHADE – If at all possible, avoid the sun between 11am – 3pm. Try to make sure that lunchtime is taken in the shade and that there is plenty of shade either in a clubhouse or portable structure, to shade children in breaks and when they are not actually active; i.e.; watching activity.

3. EXTREME HEAT – 30°C and above is too hot for very physical activities without risking heatstroke and severe dehydration. For some young people with disabilities, they may have a lower tolerance and therefore guidance should be sought from their parents/carers.

Expert Advice on Hydration: A child's hydration needs will vary, but all children should have free access to water when outdoors, they should have named water bottles and be encouraged to drink exclusively water on a regular basis.

Expert Advice on Heat Stress leading to Heatstroke: Children suffering from heat stress will show general signs of discomfort (including those listed below for heat exhaustion). These signs will worsen with physical activity or if left untreated can lead to heat exhaustion or heatstroke.

Heat exhaustion – Signs of heat exhaustion include the following: irritability, fatigue, dizziness, headache, nausea or hot, red and dry skin.

Heatstroke – Heatstroke can develop if heat exhaustion or heat stress is left untreated, but it can also occur suddenly and without warning. Sweating is an essential means of cooling and once this stops a child is at serious risk of developing heatstroke. The following steps to reduce body temperature should be taken at once.

- Move the child to as cool a location as possible
- Sponge the child with cool, (not cold) water and, if available, place cold packs around the neck and in the armpits
- Place the child near a fan

If a child shows signs of confusion or loses consciousness, place the child in the recovery position and follow the steps above. In both cases, call 999 or 112 for emergency medical assistance.

If sensible precautions are taken to safeguard children outdoors; then they are unlikely to be adversely affected by hot conditions.

Expert Advice on vitamin D: It is widely acknowledged that some exposure to sunlight is needed to maintain healthy reserves of vitamin D in the body, this is essential for the absorption of calcium. The question is 'How much?'

- In general **10 to 15** minutes exposure to the face and arms as a minimum; but always less than the amount of time needed for the skin to redden or burn
- **Two or three times a week** in the summer months is adequate
- Darker skin absorbs sunlight more slowly and can be exposed more frequently to ensure adequate absorption; but again less time than it would take to burn
- Some vitamin D is still absorbed with the use of sunscreen

Remember:

- The vitamin D produced in the summer months keeps you healthy in the winter months when the UK sun is not strong enough to generate vitamin D. For those at risk, diet and supplements should be considered but consult your primary health care provider to find out what is right for the child concerned
- Anyone who may be at risk of vitamin D deficiency due to complex health issues or complications arising from medication should be advised to consult their primary health care provider



BLOW THE WHISTLE ON SUNBURN



3. LEADING BY EXAMPLE

It is recommended that the following should be undertaken:

- Teachers, coaches, leaders and parents should lead by example, this means making sure that they are seen to be protecting themselves from the sun by dressing appropriately, remaining hydrated and avoiding extreme temperatures
- Where relevant, staff should apply sunscreen to themselves in full view of the children
- Staff should check that everyone is protected before a session starts, and that sunscreen is reapplied during the day (ideally after lunch breaks)
- Advice for Working Outdoors with Children (**see below**) should be circulated to all staff. It contains background information, simple sun protection messages and some suggested dialogue to make sure that all children are informed and reminded of the importance of staying safe in the sun

This document does not attempt to constitute an authoritative legal interpretation of the provisions of any enactment, regulations or common law. That interpretation is exclusively a matter for the courts. It offers guidance from which individual teachers, coaches or other responsible adults may apply according to the particular and specific circumstances with which they meet. Responsibility remains with the teacher, coach or other responsible adult for the appropriate management of any situation in which this guidance may be applied.

The Myfanwy Townsend Melanoma Research Fund, 6 Manor Road, East Grinstead, West Sussex RH19 1LR. www.melanoma-fund.co.uk
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Child Protection in Sport Unit

Practical advice for those working outdoors with children

As a teacher, coach, leader, or instructor you hold a very important position. You inspire and educate, and children look up to you. Leading by example and reinforcing sun protection messages will go a long way to ensuring that you are doing everything to protect the children in your care.

The OK Guidelines are designed to make a valuable contribution to standards of care in the context of protection from the sun; a practical approach is expected and integrating these into your regular activity will help achieve this.

Key Messages

- BLOW THE WHISTLE ON SUNBURN
- STAY SAFE IN THE SUN

Are you a Good Role Model?

If you work outdoors with children, you can play an important role in ensuring that the children in your care establish healthy sun protection habits during the early years. Research shows us that by leading by example has a big impact on the children and they will be more likely to do the same and pass this onto others.

Why is this important?

Protecting young skin from the sun can reduce the chances of developing melanoma in adult life by as much as 78%. We know that you work hard to prevent injury, and following good sun protection habits is just another aspect of safeguarding the children in your care.

Ways to help get the message across

- Read the Outdoor Kids Sun Safety Code yourself; the more you know, the more you will be able to assist in the learning of good sun protection habits.
- Get into the habit of talking about sun protection in a positive way. Your ultimate goal is to ensure that no child goes home with sunburn.
- Clothing and eye protection should be the first line of defence, so encourage the wearing of garments that afford maximum protection; but within the health and safety requirements of each activity.
- Kids listen when the advice is engaging and fun. A regular 'sun protection minute' can be carried out after lunch. A fun but serious exercise routine can be employed, giving kids one minute to thoroughly reapply to all exposed areas.

Remember the BEENS code!

BEENS

Remember the hard to get places

- Back of knees
- Ears
- Eye area
- Neck and nose
- Scalp!



- 5 Have a Q&A session, asking kids what they know about the sun.
- 6 Watch out for those who may not understand the importance of sun protection. Encourage better understanding.
- 7 Pay special attention to children with disabilities and learning difficulties; making sure you follow any agreed care plan for their protection or creating one with their carer where needed.
- 8 When asked, suggest UPF clothing to parents; this is a much easier way to protect everyone.
- 9 Encourage the use of zinc sticks (often used by professional sportspeople, applied to lips and noses provides a cool but protected vibe!)
- 10 Ensure you remind kids that they can burn even on cloudy days in summer!
- 11 Lead by example, try to be the one that seeks shade when the opportunity is there.

We all want children to be free to have fun outside, and by following our simple guidelines, you can help to reduce a child's chance of developing melanoma in the future. What a fantastic legacy for tomorrow's generation!

This document does not attempt to constitute an authoritative legal interpretation of the provisions of any enactment, regulations or common law. That interpretation is exclusively a matter for the courts. It offers guidance from which individual teachers, coaches or other responsible adults may apply according to the particular and specific circumstances with which they meet. Responsibility remains with the teacher, coach or other responsible adult for the appropriate management of any situation in which this guidance may be applied.

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Putting things in place

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

Creating and maintaining a safe, welcoming, and inclusive environment at your club

Good practice and safe arrangements flourish in an environment where there is clear and open communication and where children, parents and everyone involved in the game feel free to ask questions, make suggestions and raise concerns.

This environment is created by the club adopting a welcoming and approachable attitude for all comers.

Welcome meeting

It is good practice to have welcome/open meetings at suitable points in the calendar, where parents/carers can be provided with relevant information and get to know key people in the club – All Stars Activators, Coaches, Welfare Officer, Volunteer Coordinator, Junior Supervisors etc.

Some parents/carers will want to meet a member of the club in private – for example, to share confidential information or information about a child's particular needs. This should be offered as part of the welcome meeting, and publicity should make it clear that this option is available.

Communications

Not everyone who comes to the club will understand the laws and rules of the game, let alone the 'unwritten rules' of a cricket club. The club should agree a strategy for communicating with potential, new and current members, as well as the community at large. The club should tell parents/carers how they plan to communicate with them

– by email, phone, text, newsletters, social media etc. Plain language is preferable, and thought should be given to overcoming barriers where possible (for example in the use of large print, other languages, or audio messages.)

Written information

As a minimum, children and their parents/carers should be provided with written information by the club, informing them of training session times, what equipment (if any) is required, whether the parent/carer is required to stay etc. The information must include the name and contact details of the Club Welfare Officer and make reference to 'Safe Hands'.

Text and email communication

If arrangements for sessions/matches etc. are made or confirmed by text or email, this should be explained to parents as part of the communication strategy. An alternative to text and email must be offered as not everyone has access to the internet or mobile phones.

Texts, emails and any electronic message (e.g. What's App) must be sent directly to parents/carers and not to children and young people themselves. Arrangements should be made with parents/carers – this helps to keep communications transparent and to maintain clear boundaries between coaches/club officials and children and young people. (see 'Guidance on the use of Social media, texts and emails')

Seeking feedback

When children are in an environment where their views are sought and acted upon, they will not only enjoy the game more, they will feel and be safer. It is good practice to seek children's feedback regularly. This can be done at the end of coaching sessions, asking for a show of hands on what they have enjoyed / not enjoyed the most, or asking them in pairs to decide on something they

want to say about a session, a match, a trip. Single sheet written evaluations give valuable feedback to coaches and others, and help clubs review what they are providing to best meet children and young players' needs. The important point is to build in the seeking of feedback and children's views, so they come to feel confident to speak up if anything is concerning them. The more children and young people are encouraged to give their views, the more confident they will become in doing so. This will have long-term benefits for the well-being and growth of the club.

Obviously, the same approach with parents and carers has similar benefits.

This approach helps to build an open environment where good practice flourishes.

Template Welcome letter for parent/carer

This template may be used as it is or adopted for your purposes. Our thanks to the ASA for sharing their template with us.

Dear Parent / Carer

XX Cricket Club welcomes you and your children to the club. We hope that your child(ren) will enjoy themselves, enjoy being a club member, have fun at All Stars Cricket, or cricket coaching, training, and matches, as well as the social interactions available at the club. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask me – the Club Welfare Officer – or any committee member or coach if you have other questions not answered in this letter.

The club is run by a number of volunteers. Our only paid member of staff is XX the Groundsman / XXX Our Bar Manager etc. We welcome offers of help from all members, and hope that as you feel part of the club you will feel able to get involved.

A full list of officers, committee members, coaches and officials can be found on the notice board.

Club chairman	details
Club Secretary	details
Club Welfare Officer	details
Juniors/Colts Manager	details
Others...	details

We are a Clubmark club / working towards becoming a Clubmark Club and we adhere to the 'Safe Hands' Policy for Safeguarding Children in Cricket. All of the adults at the club who work with children and meet the necessary criteria are checked and vetted by the ECB.

Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have a question regarding coaching, please approach the coach in the first instance. However, please do not interrupt coaching sessions, especially nets practice, as this may distract the coach when he or she needs to be supervising the children. Our coaches will be happy to speak to you before or after training or at another convenient time.

If you have questions about kit requirements, training times, pick up arrangements etc please speak toDETAILS

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to me, the Club Welfare Officer – you can contact me ...DETAILS (If your concern is about me, you may contact the County Welfare Officer XX on tel. XXX or email XXX)

'Safe hands', ECB's Policy for safeguarding Children in cricket, is available to view online at <https://www.ecb.co.uk/safeguarding> or a copy is available at the club.

Training times:

Match days and dates if known*:

Selection / notification procedure:

Drop off / Collection Arrangements:

Special Events etc:

*Please note the club cannot accept responsibility for getting your child to away matches.

The Club is always looking for parental help – please do consider helping out if you can (DETAILS of volunteer coordinator or ways parents can help)

Finally, all members are reminded of the club's code of conduct for members and guests, available at DETAILS and posted on the club notice board.

We do hope that you and your child (ren) enjoy being part of the XX Cricket Club, and if you have any concerns, at any time, do please let me know.

Yours etc

Club Welfare Officer

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.

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

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.

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.

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

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

CPSU sample online safety and social media policy

Introduction

This policy provides guidance on how our organisation¹ uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of our organisation, to behave online.

Aims

The aims of our online safety policy are:

- to protect all children and young people involved with our organisation and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- to provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, our organisation will:

- understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- when using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines²
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - incorporating online bullying ('cyberbullying') in our anti-bullying policy
- provide training for the person responsible for managing our organisation's online presence³

¹ If necessary, substitute 'club' or 'sports club' for 'organisation' throughout this policy.

² Take a look at the CPSU's online safety guidance – <http://thecpsu.org.uk/help-advice/topics/online-safety/>

³ The NSPCC provide an e-learning product called Keeping Children Safe Online for professionals – <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>

CPSU sample online safety and social media policy



Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password
- the account will be monitored by a designated person, who will have been appointed by the club committee
- the designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- a designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- account, page and event settings will be set to 'private' so that only invited club members can see their content
- identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims
- we'll make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- parents will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on social media⁴
- all of our accounts and email addresses will be appropriate and fit for purpose

What we expect of staff and volunteers

- staff should be aware of this policy and behave in accordance with it
- staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- staff should communicate any messages they wish to send out to children and young people to the designated person responsible for the organisation's online presence
- staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
- staff should not communicate with young people via personal accounts or private messages
- rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website
- at least one other member of staff should be copied in to any emails sent to children or young people

CPSU sample online safety and social media policy



- staff should avoid communicating with children or young people via email outside of normal office hours
- emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' ('X's')
- any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- staff and young people must not engage in 'sexting'⁵ or send pictures to anyone that are obscene, indecent or menacing

What we expect of children and young people

- children should be aware of this online safety policy and agree to its terms
- we expect children and young people's behaviour online to be consistent with the guidelines set out in our acceptable use statement⁶
child should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young people's safety:

- staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian
- we'll seek parental permission on each occasion we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon
- a method of accountability will be arranged, such as copies of texts also being sent to the club's lead welfare officer or to parents
- staff should have a separate phone from their personal one for any contact with parents or young people
- texts will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- if a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - if concerned about the child or young person, provide contact details for the club's lead welfare officer or appropriate agencies

⁴ See CPSU's topic page for further guidance on the use of photography in sport - <http://thecpsu.org.uk/help-advice/topics/photography/>

⁵ further information and guidance for staff and parents about it can be found on the NSPCC's sexting pages - <https://nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

⁶ Take a look at the CPSU's acceptable use statement for children - <http://thecpsu.org.uk/resource-library/2017/sample-online-acceptable-use-statement/>

CPSU sample online safety and social media policy



Using mobile phones during sports activities

So that all children can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside of these times
- advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

If any digital devices are used as part of activities within the organisation:

- we expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy⁷
- we'll establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm⁸

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Further information for parents and carers on keeping children safe online

The following websites provide information for organisations and parents about online safety to help them protect their children from harm:

NSPCC / O2 Helpline 0808 800 5002 - www.o2.co.uk/help/nspcc/child-protection

Child Exploitation and Online Protection Centre (CEOP) - www.ceop.police.uk

Childnet - www.childnet.com

The UK Safer Internet Centre - www.saferinternet.org.uk

⁷ You can find a sample acceptable use statement and other online safety resources on the CPSU website at www.thecpsu.org.uk/help-advice/topics/online-safety

⁸ Specific advice can be sought from the O2 Helpline website at www.o2.co.uk/help/nspcc

Putting things in place

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.

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.

ECB Guidance on specific concerns arising for children outside of cricket

FEMALE GENITAL MUTILITATION.

There are a number of potential risks to children and young people in society. Through a child's involvement in cricket we may become aware of potential risks for particular children.

Section 2 of the ECB's "Safe Hands Policy and Procedures" includes the document 'Definitions of Abuse, Cricket examples of possible Abuse, and Common Indicators of Possible Abuse'. The indicators that something may be amiss for a child include unexplained or suspicious injuries, unexplained changes in mood or behaviour and things a child may say. A number of other possible indicators are also provided.

The purpose of this guidance sheet is to offer direction around specific risks to some children, things to be aware of or look out for, and what to do if you have concerns.

Female Genital Mutilation

The NSPCC describes Female genital mutilation (FGM) as "the partial or total removal of external female genitalia for non-medical reasons" and points out that whilst "religious, social or cultural reasons" are sometimes provided for FGM, it is, nonetheless child abuse. It is dangerous and causes long-term harm to the girls involved. It sometimes referred to as 'female cutting' or 'female circumcision'.

It is illegal in the United Kingdom to carry out FGM, to assist a girl to 'mutilate her own genitalia', to assist a 'non-UK person to mutilate overseas a girl's genitalia' or to 'fail to protect a girl from risk of FGM'.

Approximately 60,000 girls under 15 are at risk of FGM in the UK (www.forward.org.uk)

Anyone involved in cricket may become aware of a potential risk to a girl they know.

The Government guidance "Working Together to Safeguard Children, 2015" places a duty on Local Safeguarding Children Boards to commission and deliver services for children who have undergone or may undergo female genital mutilation, and to have a clear referral process for concerns.

Is FGM associated with religion?

FGM is not associated with any particular religion nor is it supported by any religious texts. Many religious leaders condemn the practice. However, some people still think the two are linked and claim religious teachings support FGM.

NSPCC Guidance

The NSPCC guidance, at www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm provides helpful advice on what to look at for and what to do if you have concerns. Our thanks to the NSPCC for the following:

Who is affected?

Most girls are aged 5 to 8, but FGM can happen at any age before getting married or having a baby. Some girls are babies when FGM is carried out.

Girls living in communities that practice FGM are most at risk. In the UK, the Home Office has identified girls from the Somali, Kenyan, Sudanese, Sierra Leonean, Egyptian, Nigerian, Eritrean, Yemeni, Kurdish and Indonesian communities as most risk of FGM (however, FGM is also practiced in other countries in the Middle East and in Asia)

(House of Commons International Development Committee, 2013)

What to look out for

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about:

- *Being taken 'home' to visit family*
- *A special occasion to 'become a woman'*
- *An older female relative visiting the UK*
- *She may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school*

If you have any concerns that a child may have experienced FGM, or that it may be planned, please share your concerns with the Club or County Welfare officer, the ECB Safeguarding Team, local Children's Services / Police, or the

**NSPCC FGM helpline on
0800 028 3550**

ECB Guidance on Appointing and Training a Club Welfare Officer*

It is a mandatory requirement that every ECB affiliated club and organisation recruit, appoint and train a Welfare Officer

This is essential to provide a "first point of contact" for everyone within the club and the ECB for child safeguarding matters, and crucially, to ensure the club is adopting and implementing, the safeguarding activities necessary for it to fulfil its duty of care for children.

When appointing a new Club Welfare Officer, clubs must remember to refer to the ECB policy on appropriate recruitment for individuals who work with children, as well as the guidance notes on the recruitment and appointment of volunteers/staff found elsewhere in this Kit Bag.

The role of Club Welfare Officer is considered regulated activity with children in cricket. This means that the club **MUST** ensure the individual is properly vetted and that he or she is not barred from working with children.

The Club Welfare Officer **MUST** have, or obtain, a current valid ECB DBS check

>The Club Welfare Officer should be present at welcome events / registration sessions and inform people of his or her role at these events.

>It is best practice for the Club Welfare Officer to have a presence during Junior sessions and matches.

**this guidance refers to clubs, but applies to all organisations that are part of the ECB cricket family*

Recommended process

- 1 The Club Chairman must personally ensure the Club Welfare Officer has been through the ECB's vetting process
- 2 Written references on the prospective Club Welfare Officer need to be taken up by the Club Chairman, and any concerns raised by those providing the reference should be referred by the Chairman directly to the County Welfare Officer
- 3 The name and contact details for the appointed Club Welfare Officer must be communicated to your County Welfare Officer, and County Cricket Board Office
- 4 Once the Club Welfare Officer has been appointed, they must attend a UKCoaching "Safeguarding and Protecting Children in Sport" course, (<https://www.ukcoaching.org/courses>)
- 5 and the ECB's Club Welfare Officer training "Safe Hands".

(In exceptional circumstances, such as where the individual is a child protection professional in their day-job, permission may be given, by the County Welfare Officer, for the SPC course to be excused. However All Club Welfare Officers must attend the ECB Safe Hands course.)
- 6 Once trained, the club should display the Club Welfare Officer's training certificates on the club notice board
- 7 The Club Welfare Officer's name and contact details must be made known to club members, and other persons associated with the club, and displayed on the club notice board
- 8 Both training courses must be refreshed every 3 years, and the ECB DBS check must always be current (i.e. every 3 years or via the ECB's annual check of the DBS Online Update service)

Who should be a Club Welfare Officer?

The person selected for the role of Club Welfare Officer must be able to:

Satisfy the requirements of the core skills and knowledge areas

Be prepared to complete the required training and the core tasks of the role

Where possible, the person selected for the role of Club Welfare Officer should not be someone who already has a high profile role within the club.

The importance of selecting the right person cannot be over-stated. The person selected may well be privy to some of the most private aspects of club members lives and must show they are able, and experienced enough, to handle confidential matters.

Role Description – Club Welfare Officer

Core tasks

Promote good practice in safeguarding and protecting children in their club, working with the coaching teams, club committee and club members to create a welcoming and child centred environment with a proactive safeguarding culture.

To encourage and promote an environment where children and parents' views are actively sought and acted upon.

To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at the club

To be the first point of contact for all club child safeguarding issues

To act as a source of advice on current best practice and provide support to the Club Management Committee and the members of the club on safeguarding issues and procedures

To attend Club Management Committee meetings as a member of that Committee by right of the role. To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior cricket decisions

To advise the Management Committee in establishing which roles within the club require the post holder to undertake the ECB vetting process, and ensure such vetting applications are completed

To work closely with the Volunteer Co-ordinator, where one is in place, ensuring vetting checks and training are completed as required

To maintain accurate records and keep all documentation in a secure fashion

To ensure matters of a possible child safeguarding nature are reported/referred appropriately to the ECB and/or Statutory Agencies in a timely fashion, and in accordance with ECB procedures

Core areas of knowledge

To be aware of the ECB process for reporting incidents to the ECB and the Statutory Agencies

To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children

To have a basic understanding of the Statutory Agencies and their role in child safeguarding

To be aware of ECB safeguarding policies and procedures as set out in "Safe Hands"

Core skills

Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser

Empathy with children and the ability to communicate with children and parents

Excellent communication skills, including the ability to advocate the benefits of safeguarding

Able to collate and administer paperwork and information received in a confidential and secure manner

Able to persuade, influence and instruct on Safeguarding matters as necessary

Club Welfare Officer Training

The ECB requires all Club Welfare Officers to attend the following training to support and equip them for the role:

A "Safeguarding and Protecting Children" (SPC) workshop. This is a basic awareness course and is required before attending the training for Club Welfare Officers. A vocational basic awareness course (such as LSCB courses for social care workers, health professionals and designated child protection officers in education) can replace the SPC workshop, if evidenced by a certificate of attendance and as agreed by the County Welfare Officer. The 'Safe Hands Workshop' every 3 years. This course is designed specifically for Club Welfare Officers in cricket clubs. The course is delivered by ECB trained educators and County Welfare Officers.

All Club Welfare officers MUST attend the Safe Hands workshop, and refresh this training every 3 years.

The training enables the Club Welfare Officer to:

Explain the role and responsibility of the Club Welfare Officer and how this relates to other key roles in cricket

Review club processes regarding good safeguarding practice and duty of care

Create an ongoing action plan to support the implementation of "Safe Hands" in the club

Understand the importance of listening to children and helping the club develop processes and systems to do so

Deal confidently with any concerns that may arise

Understand what support is available and how to access this

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

The DBS Online Update Service

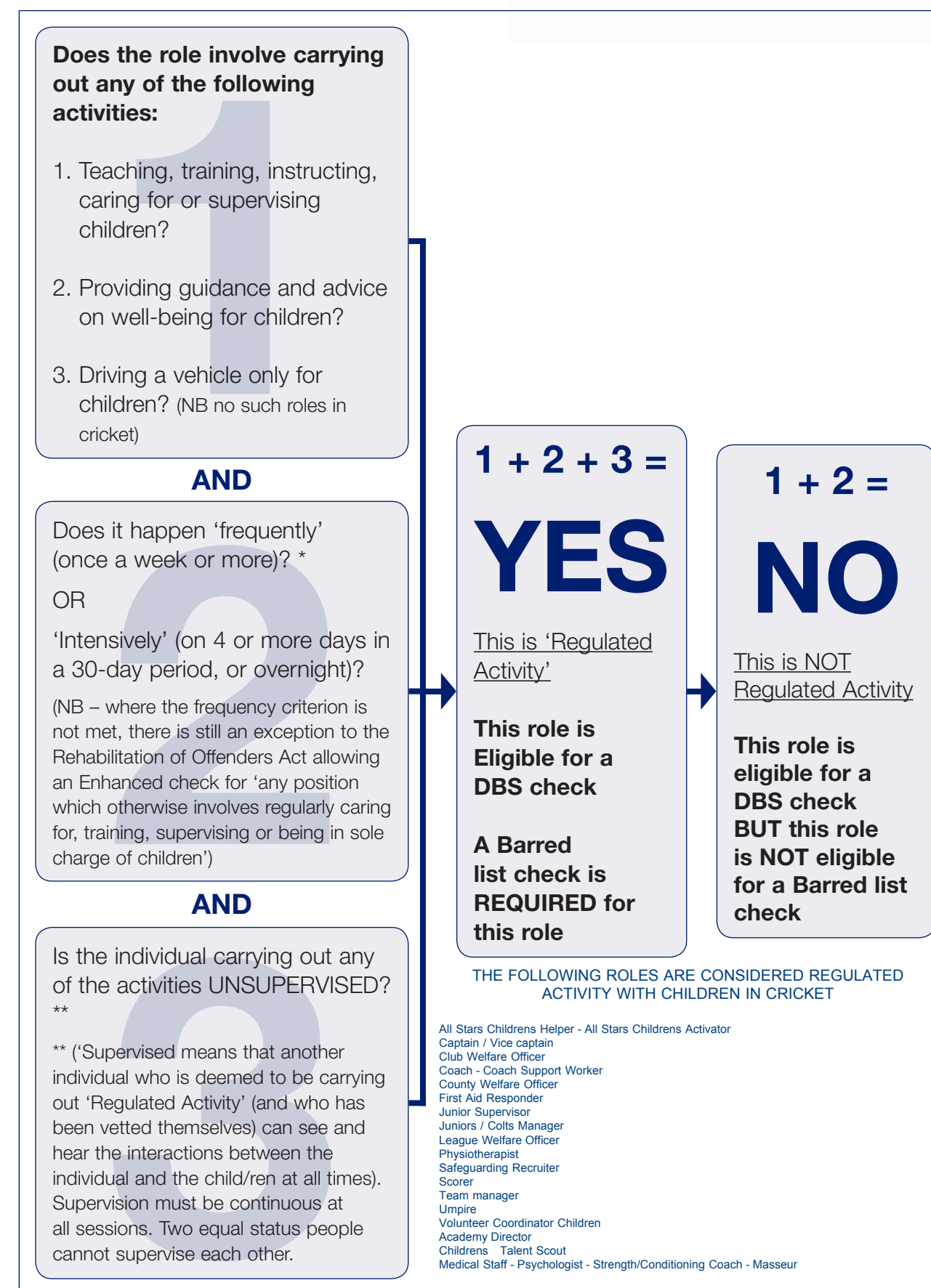
All volunteers are automatically registered with the DBS Online Update service when they apply for an ECB DBS check (unless they opt out). All checks will be renewed annually; the volunteer will not need to do any further applications unless information held by on the DBS check changes.

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



ECB Sample Reference Form

(please insert name)

is involved in cricket and in keeping with guidelines set out by the ECB, has been asked to provide a reference.

Their role involves working with and/or supervising children. As an organisation committed to safeguarding children, we are keen to gather references and to know whether you have any concerns about the applicant's involvement with children.

If you are willing to complete the rest of this reference, any information you share will be treated in confidence in accordance with relevant legislation.

How long have you known this person?

In what capacity do you know them?

Do you think this person is suitable to help in children's cricket?

Yes No

If yes, could you comment on their skills, ability and relationships with children?

If no, can you say why?

Please tick the relevant boxes:

	Poor	Good	Excellent
Able to stay calm with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to motivate children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular skills (e.g. coaching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with club members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

About you:	
Do you have a role in cricket? If yes, please briefly describe what you do.	
Your name:	
Your address:	
Your email address:	
Signed:	Date:

ECB Non UK Resident Vetting Form

Reason for Applying: Please tick one box

- | | |
|---|---|
| <input type="checkbox"/> Attending Coaching Course as allowed by Visa / Home Office rules | <input type="checkbox"/> Overseas Coach (Non Tier 2/5) |
| <input type="checkbox"/> Overseas Player/Coach (Tier 2/5 Home Office Points Based System) | <input type="checkbox"/> Other (as allowed as by Visa / Home Office rules (please state)) |

FULL Name (as it appears on your passport)	Last name / Surname:		
	Forenames:		
Surname at birth (if different)		Also Known As:	
Sex (please circle) Male / Female	Position		Date of Birth:
Country of Birth		Nationality	
Passport Number		Date of Issue	
Passport issued by			
Email Address			
Intended Arrival Date in UK		Intended Departure Date from UK	
Club name			
Club Address			
County Postcode			
Name of club contact			
Tel number and email address of Club contact			

Overseas Address (Home Country)	
Have you been a resident at the above address for the last 5 years?	
Yes / No	
If no, you will need to provide us with all previous addresses (UK or other) and dates please during the past 5 years. Please attach to this application	
Address in the UK (if known)	
Evidence to be Submitted:	
<input type="checkbox"/> Certificate of Good Conduct from Police Authority or High Commission ***IT IS USUALLY EASIER TO OBTAIN THIS BEFORE YOU LEAVE THE COUNTRY	
<input type="checkbox"/> Copy of passport photo page	
<input type="checkbox"/> Copy of passport extension page (if applicable)	
Applicant Name:	By signing this form I confirm that the information provided and in each document supplied with it are accurate and complete and that I understand and agree to my information being used in accordance with the Data Protection Statement below. Signed:

Please return to: **ECB Governing Body Endorsements
England and Wales Cricket Board
Lords Cricket Ground
London NW8 8QZ**

1. Complete the ECB Overseas Vetting Form (and previous address form if required)
2. Attach the appropriate criminal record background certificate from the country of residence, which has been issued within the last 3 months

Please note: Incomplete applications will not be accepted

Data Protection Statement

The England and Wales Cricket Board (ECB) will hold the information you provide in a database and will use it to:

- verify the information you provide and the role you propose to take up at the relevant Club
- administer the request for an ECB endorsement for you including assessing you against the endorsement criteria
- administer the application to the Home Office
- administer any appeal you may make against any decision
- notify decisions to your sponsoring Club

The ECB may provide information to the Disclosure and Barring Service . In the interests of child safeguarding, the ECB may share information it has about you with law enforcement, child protection and other relevant organisations to protect children from harm.

*You are entitled to a copy of the information held about you for which a fee may be charged.
Details of how to do this are available from the ECB Data Protection Officer.*

ECB Guidance for Staff and Volunteers Working with Children

Staff and Volunteers working with children must be vetted as per the ‘ECB Guidance on Vetting (ECB DBS) Checks’. The club is responsible for ensuring that this happens.

The ECB is committed to continuing to provide an environment where children are welcomed, feel safe and have their views and feelings taken into consideration.

This guidance is for all staff and volunteers working with children in cricket.

Good practice means:

- Welcoming all children and parents/carers to the club, and having systems in place to ensure you do so.
- Being a friendly professional
- Ensuring cricket is fun and enjoyable, and that fair play is promoted
- Treating all children equally, with respect and dignity
- Being an excellent role model at all times – this includes not smoking or drinking alcohol during coaching and being mindful of behaviour around the club
- Always putting the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures
- Always working in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets)
- Having excellent interpersonal boundaries, so children know how to behave and what is expected of them
- Building relationships based on trust which enable children to take part in the decision-making process. This will range from asking children if they have enjoyed activities in the training session, or what snacks they would like in the tuck shop, through to having junior representation on committees.
- Being in line with Home Office guidelines which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care
- Not tolerating acts of aggression
- Recognising the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
- Giving positive and constructive feedback rather than negative criticism
- Encouraging children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost. Helping children acknowledge the value that good opposition offers their own development as cricketers.
- Working to the ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Keeping up-to-date with technical skills, qualifications and insurance in sport
- Ensuring if mixed sex teams are taken away, they are always accompanied by a male and female member of staff

Having the right people in place

- Ensuring while on tour, you do not enter a child's room or invite them into your room – except in an emergency i.e. when very unwell
- Finding out if any children you are coaching have medical conditions that could be aggravated during playing or training
- Keeping a written record any time a child is injured in your care, along with details of any treatment provided
- Promoting good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
- Helping the ECB to work toward eradicating harassment and abuse of children from cricket

Poor practice means you must never:

- Spend excessive amounts of time alone with children away from others
- Take or drop off a child at an event
- Take children to your home or transport them by car, where they will be alone with you
- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching or physical abuse
- Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a cricketer or that affects their self esteem
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Make a child cry as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or ignored

- Do things of a personal nature for children or vulnerable adults that they can do for themselves
- Shower with a child
- Have inappropriate contact with children – for example, by text or social media. ECB guidance is that any electronic or online communications should be via parents and carers

Any of these can make the environment feel less safe for children, and leave you open to allegations.

Practical guidance on physical contact

The following guidance is about safeguarding children as they learn to play cricket. It will also help to protect adults from unnecessary or malicious allegations when working with children. Always conduct all junior sessions with at least one other adult present. The ECB understands physical contact between a child and an adult may be required to instruct, encourage, protect or comfort.

However, it is important to remember that in cricket today there is a multi-cultural mix of children from different ethnic and religious backgrounds, children with disabilities or special needs, and children who may have previously been or are currently being abused. Not all children are used to or are comfortable with any type of touching, be it friendly or otherwise. In many cultures girls in particular are uncomfortable about any kind of touching by a stranger.

All adults must understand that this touching not only involves touching children when showing them cricket postures, but can also include responsive or pleasant actions, for example, when asking the child to carry out a task, or celebrating a win. If any child is not comfortable with physical contact it should be made clear they can make their feelings known privately to the adult. Any contact should be led by the child and not the adult.

Having the right people in place

Physically or visually impaired children may need to be touched in order to help them understand, acquire or visualise a cricket posture. It must be remembered that the guidance detailed below still applies.

In addition, adults must be appropriately dressed and professional when operating in a cricket environment with children.

Never touch a child inappropriately. As a responsible adult you should only use physical contact if its aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

You should seek to explain the reason for the physical contact to the child i.e. reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. **Physical contact should always be intended to meet the child's needs NOT the adult's.**

- If a child becomes injured during a junior session and the injury requires the child to be carried to a place of treatment, always seek support from another adult before moving the child. Any first aid administered should be in the presence of another adult or in open view of others
- If the child seems uncomfortable in any way with the physical contact, stop immediately
- If the child you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them
- Never attempt to adjust the grip of a child when in the normal batting stance position

- Never find yourself in a situation where you are the only adult present around children, e.g. in changing rooms, showers, or on a minibus
- Where physical contact is for motivational or celebratory reasons, agree with the children, teachers or other appropriate adults that to praise good performance a 'High Five' or similar action will be used
- Never help children dress e.g. to put on pads, helmets, or clothing unless they request this and genuinely require assistance
- Never help children to put on an abdominal protector
- Never take on one to one coaching with a child unless another adult or parent is present
- If you need to communicate with a child for the purposes of organising junior cricket or passing on cricket information, use a parent's mobile telephone number.

If any of the following incidents take place or you observe them, you **MUST** report them to the Club Welfare Officer and make a written note of the event using the ECB Incident Reporting Form and inform parents where appropriate if:

- You accidentally hurt a child
- A child seems distressed in any manner
- A child acts in a sexually inappropriate manner
- A child misunderstands or misinterprets something you have done

Responding to disclosures, suspicions and allegations

There may be a number of reasons where an adult finds it necessary to report a concern including:

- In response to something a child has said
- In response to something they have seen
- In response to signs or suspicions of abuse
- In response to allegations made against a member of staff or volunteer
- In response to allegations made about a parent, carer or someone not working within cricket
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour

Responding to a child who tells you about abuse

You need to:

- Stay calm; do not show disgust or disbelief
- Keep an open mind
- Do not dismiss the concern, make assumptions or judgements
- Listen carefully to what is said and take the child seriously. Let the child know that if what they tell you makes you at all concerned about them or someone else, you will have to pass the information on to someone who can help them
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child they have done the right thing by telling you
- Tell them what you will do next and with whom the information will be shared
- Be very careful not to promise that you will

keep the information to yourself.

- Record in writing what was said using the child's own words. Do this as soon as possible, using the ECB incident reporting form
- Avoid approaching any alleged abuser to discuss the concern. * BE AWARE that the child may use the word 'complaint' rather than allegation.
- Report the incident to the Club Welfare Officer

Recording the incident and confidentiality

Information passed to the ECB, children's social care, LADO and/or the police needs to be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. Use the ECB Incident Reporting Form wherever possible.

Information needs to include the following:

- Details of the child, for example, age/date of birth, address and gender
- Details of the facts of the allegation or observations
- A description of any visible bruising or other injuries
- The child's account, if it can be given, regarding what has happened and how
- Witnesses to the incident(s)
- The name, address and date of birth of any alleged offender
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- A signature, date and time on the report

SEE 'What to do if you have Concerns'

ECB Guidance for Coaches Working with Children

Coaches have a vital role to play in safeguarding children in cricket and, at a club, will often become the focus for children and their activities. Good coaching is about providing a fun and safe environment in which people, particularly children, can enjoy their first experience of cricket, gain some success and be motivated to want to go on playing.

Coaches who work with children are undertaking Regulated Activity. Clubs have a duty to check they are not barred from doing so, by ensuring they complete an ECB DBS.

This section of "Safe Hands" provides guidance specifically for those involved in coaching cricket and covers the following areas:

- Promoting good practice
- Poor practice
- Practical coaching guidance
- ECB Coaches Association Code of Conduct

The guidance is intended for all those involved in coaching, whether they hold coaching qualifications or not.

Child abuse and harassment can take place in many situations, from the home and school to a sporting environment.

As a cricket coach you will have regular contact with children and you should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach they will look up to you and if a child decides to talk to you about abuse, you need to know what to do. You need to understand your duty of care towards young cricketers, current guidance on good practice, and the need to act responsibly when you are around children. This will protect the children you coach and reduce the potential for misunderstandings and inappropriate allegations being made. The following guidelines should help you know what to do if you are worried about a child, and demonstrate how you can create a positive culture in cricket.

Good practice means:

Welcoming all children and parents/carers to the club, and having systems in place to ensure you do so.

- Ensuring cricket is welcoming, fun and enjoyable and that fair play is promoted
- Taking a player-centred (and child-centred) approach to coaching, planning sessions around the needs and abilities of the children who will be attending and adapting accordingly
- Being a friendly professional
- Treating all children equally, with respect and dignity
- Being an excellent role model – this includes not smoking or drinking alcohol when coaching and being mindful of behaviour around the club at all times
- Always putting the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures

Having the right people in place

- Always working in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets)
 - Building balanced relationships based on trust which enable children to take part in decision-making. This will include routinely asking children if they have enjoyed activities in the training session and adapting activities to meet their expressed wishes, abilities, needs etc.
 - Having excellent 'boundaries', so children know how to behave and what is expected of them
 - Being in line with Home Office guidelines, which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care
 - Not tolerating acts of aggression
 - Recognising the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
 - Giving positive and constructive feedback rather than negative criticism
 - Encouraging children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost. Helping children acknowledge the value that good opposition offers their own development as cricketers
 - Working to ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
 - Keeping up-to-date with technical skills, qualifications and insurance in sport
 - Ensuring if mixed sex teams are taken away, they are always accompanied by a male and female member of staff
 - Ensuring while on tour, you do not enter a child's room or invite them into your room – except in an emergency, i.e. when very unwell
 - Finding out if any children you are coaching have medical conditions that could be aggravated during playing or training
 - Keeping a written record any time a child is injured in your care, along with details of any treatment provided
 - Promoting good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
 - Helping the ECB to work toward eradicating harassment and abuse of children from cricket
- Poor practice means you must never:**
- *Spend excessive amounts of time alone with children away from others*
 - *Take or drop off a child at an event*
 - *Take children to your home or transport them by car, where they will be alone with you*
 - *Engage in rough, physical or sexually provocative games*
 - *Share a room with a child*
 - *Allow or engage in any form of inappropriate touching or physical abuse*
 - *Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a cricketer or affects their self esteem*
 - *Allow children to use inappropriate language unchallenged*
 - *Make sexually suggestive comments to a child, even in fun*
 - *Make a child cry as a form of control*
 - *Allow allegations made by a child to go unchallenged, unrecorded or ignored*
 - *Do things of a personal nature for children or vulnerable adults that they can do for themselves*
 - *Shower with a child*

Having the right people in place

- *Have inappropriate contact with children – for example, by text or social media. ECB guidance is that any electronic or online communications should be via parents and carers*

Any of these can make the environment feel less safe for children, and leave you open to allegations.

Practical coaching guidance on physical contact

The following guidance is about safeguarding children as they learn to play cricket. It will also help to protect coaches from unnecessary or malicious allegations when working with children. All adults must be appropriately dressed and professional when operating in a cricket environment with children.

Always conduct coaching sessions with at least one other adult present. The ECB understands physical contact between a child and an adult may be required to instruct, encourage, protect or comfort.

However, it is important to remember that in cricket today there is a multi-cultural mix of children from different ethnic and religious backgrounds, children with disabilities or special needs, and children who may have previously been or are currently being abused at home. Not all children are used to, or are comfortable, with any type of touching, be it friendly or otherwise. In many cultures girls in particular are uncomfortable about any kind of touching by a stranger.

All adults must understand that this touching not only involves touching children when showing them cricket postures, but can also include responsive or pleasant actions, for example, when asking the child to carry out a task, or celebrating a win. If any child is not comfortable with physical contact it should be made clear they can make their feelings known privately to the adult. Any contact should be led by the child and not the adult.

Physically or visually impaired children may need to be touched in order to help them understand, acquire or visualise a cricket posture.

However, it must be remembered that the guidance detailed below still applies.

Please remember children can stereotype people by their appearance.

Never touch a child inappropriately. As a responsible adult you should only use physical contact if its aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

You should seek to explain the reason for the physical contact to the child i.e. reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. **Physical contact should always be intended to meet the child's needs NOT the adult's.**

- If a child becomes injured during a coaching session and the injury requires the child to be carried to a place of treatment, always seek support from another adult before moving the child. Any first aid administered should be in the presence of another adult or in open view of others
- If the child seems uncomfortable in any way with the physical contact, stop immediately
- If the child you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them
- Never attempt to adjust the grip of a child when in the normal batting stance position
- Never find yourself in a situation where you are the only adult present around children, for example in changing rooms,

showers, or on a minibus

- Where physical contact is for motivational or celebratory reasons, agree with the children, teachers or other appropriate adults that to praise good performance a 'High Five' or similar action will be used
- Never help children dress, for example, to put on pads, helmets, or clothing unless they request this and genuinely require assistance
- Never help children to put on an abdominal protector
- Never take on one to one coaching with a child unless another adult or parent is present
- If you need to communicate with a child for the purposes of coaching or passing on cricket information, use a parent's mobile telephone number. If you have agreed with the parents in advance to use the child's own mobile phone for communicating with them, under no circumstances make the number available for general circulation. Send texts to parents, copying in the child. This will also help parents make sure the child is where they need to be! See the ECB guidance on the use of Social media, texts, emails, apps and messaging services.

If any of the following incidents take place or are observed, you MUST report them to the Club Welfare Officer and make a written note of the event using the ECB incident reporting form and inform parents where appropriate if:

- You accidentally hurt a child
- A child seems distressed in any manner
- A child acts in a sexually inappropriate manner
- A child misunderstands or misinterprets something you have done

Responding to disclosures, suspicions and allegations

There may be a number of reasons where a coach finds it necessary to report a concern including:

- In response to something a child has said
- In response to something the coach sees
- In response to signs or suspicions of abuse
- In response to allegations made against a member of staff or volunteer
- In response to allegations made about a parent, carer or someone not working within cricket
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour

Responding to a child who tells you about abuse

You need to:

- Stay calm; do not show disgust or disbelief
- Keep an open mind
- Do not dismiss the concern, make assumptions or judgements
- Listen carefully to what is said and take the child seriously. Let the child know that if what they tell you makes you at all concerned about them or someone else, you will have to pass the information on to someone who can help them
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child they have done the right thing by telling you
- Tell them what you will do next and with whom the information will be shared
- Be very careful not to promise that you will keep the information to yourself

- Record in writing what was said using the child's own words. Do this as soon as possible, using the ECB incident reporting form
- Avoid approaching any alleged abuser to discuss the concern. * BE AWARE that the child may use the word 'complaint' rather than allegation.
- Report the incident to the Club Welfare Officer

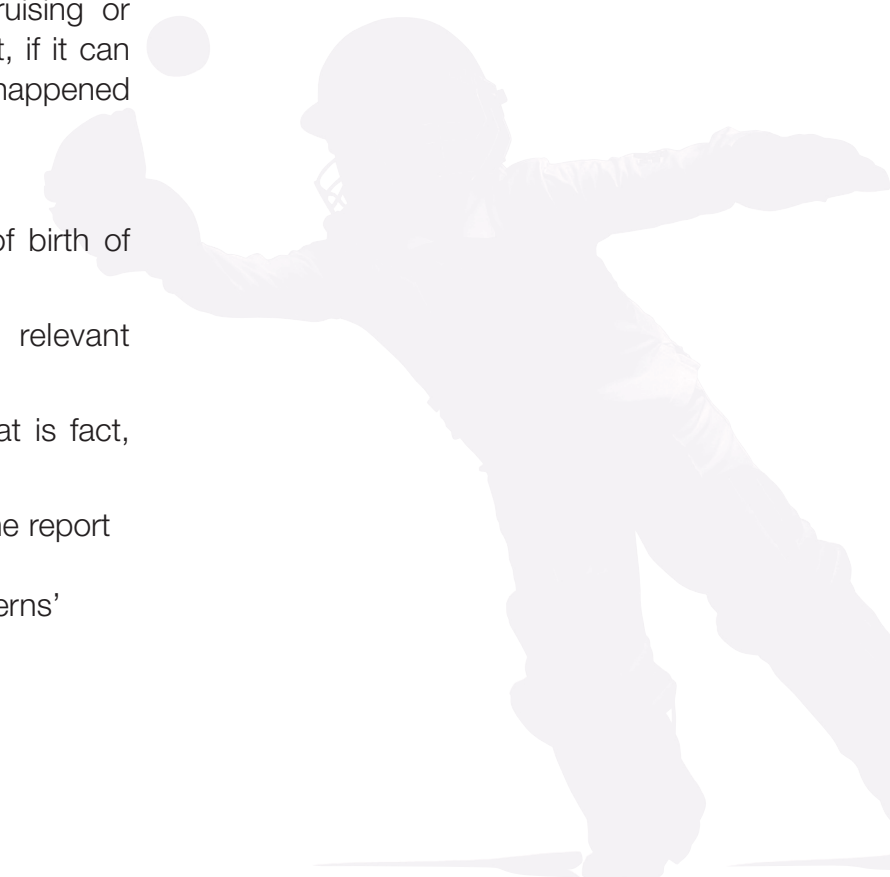
Recording the incident and confidentiality

Information passed to the ECB, children's social care, LADO and/or the police needs to be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. Use the ECB Incident Reporting Form wherever possible.

Information needs to include the following:

- Details of the child, for example, age/date of birth, address, and gender
- Details of the facts of the allegation or observations
- A description of any visible bruising or other injuries
- The child's account, if it can be given, regarding what has happened and how
- Witnesses to the incident(s)
- The name, address and date of birth of any alleged offender
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- A signature, date and time on the report

SEE 'What to do if you have Concerns'



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 Something you have seen - including 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 - IF IN DOUBT, SHARE YOUR CONCERN!

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

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



Guidance on the Recording of information by Club and County Welfare Officers and others

The ECB is committed to providing a safe, welcoming and friendly environment for children, parents and all who take part in cricket.

Where concerns arise, we are committed to making transparent decisions that place children's safety and well-being at the centre of our thinking.

This process is greatly enhanced by accurate record-keeping. Recording is one of the '3 Rs' of safeguarding – respond - record – report.

Our record keeping must also meet the requirements of data-protection legislation – that is, it needs to be accurate, relevant, adequate and 'not excessive' in relation to the purpose or purposes for which it is kept. 'Safe Hands' provides guidance and a form for recording and reporting incidents and concerns. This should be used wherever possible.

In order to support transparent and defensible decision-making, we also recommend that individuals make records of decisions and actions taken which require some thought and possibly some action – for example, a Club Welfare Officer may talk to a member about some piece of behaviour, or a County Welfare Officer may provide advice about some concern a club has. Making contemporaneous notes that capture the situation, the decision-making and any actions taken will prove vital if the decision is later challenged, or if there are further concerns or incidents of a similar nature. It is not necessary to seek or record excessive detail.

It is reasonable to record opinion if this is identified as such, and it may be essential to do so to explain the thinking behind decision-making.

Club Welfare Officers and County Welfare officers are advised to keep such records. Remember these must be secured securely, or password-protected if stored electronically.

Definition of Recording

Recording is one of the '3 Rs' of safeguarding as detailed in 'Safe Hands', cricket's Policy and Procedure for safeguarding : Respond – Record - Report

What do we mean by recording?

We mean a written record that includes:

- a brief summary of the incident /concern/situation/discussion
- the time and date of the incident /concern/situation/discussion
- who is involved
- what the safeguarding concerns, if any, are (this may be a matter of opinion - this is acceptable but you must clearly identify opinion and differentiate it from fact)
- what action – if any – you take
- why these actions are the best course of action at this point in time
- date of the record and the name of who made it.

Where the incident or concern is about a specific child or children you should use the form provided in 'Safe Hands' for this purpose.

If you wonder whether to share the information then you have answered the question – yes, you should.

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

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 Guidance on the Wearing of Cricket Helmets ("Head protectors") by Young Players

Since 2000 the ECB has issued safety guidance on the wearing of helmets by young players up to the age of 18.

This guidance applies to all players up to the age of 18, both in open age group cricket and in all junior cricket played with a hard cricket ball. The guidance also applies during all practice sessions. Any individual taking responsibility for players should take all reasonable steps to ensure this guidance is followed at all times.

With the assistance of schools, cricket clubs leagues and umpires, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales. Helmets are widely available and are covered by a British Standard (BS7928:1998) and a new specification, for head protectors on sale from Spring/Summer 2014 (BS7928/2013) – see below.

A face protector represents an alternative head protection system for young wicket keepers. Wicketkeeper face protectors are covered by British Standard (BS7929 – 2 :2009).

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions. Wicket keepers should wear a helmet with a faceguard, or a wicketkeeper face protector, when standing up to the stumps.

All young players should regard a helmet with a faceguard as a normal item of protective equipment when batting, together with pads, gloves and, for boys, an abdominal protector (box). All young wicketkeepers should regard a helmet with a faceguard or a face protector as a normal part of their protective equipment together with pads, gloves and, for boys, an abdominal protector (box).

There is no exception to be granted in this regard, in any form of cricket.

The ECB asks that this guidance is communicated to the parents, or guardians, of all young players through clubs and schools, and that young players are not allowed to bat or stand up to the stumps when keeping wicket against a hard ball without wearing appropriate protection.

Update: In March 2014 the following guidance was issued. This applies to head protectors worn by all cricketers.

NEW CRICKET HEAD PROTECTOR TESTING STANDARD

(More commonly known as the Helmet testing standard)

The ECB, PCA and the ICC have worked with BSi and head protector manufacturers to develop a new specification for the testing of head protection for cricketers. This specification [was] approved by BSi Group, which is the national body responsible for producing appropriate safety standards in the UK.

With cricketers and bowling machines able to deliver cricket balls at high speeds, and given the obvious importance of protecting against head injuries wherever possible, head protectors are an essential part of a cricketer's kit.

It is important that individuals understand how the new specification [has applied] to head protectors on sale from Spring/Summer 2014.

The key features of the new specification, **BS7928:2013**, are:

1. it now includes a facial contact projectile test that assesses for penetration of the ball through the faceguard, and contact of the faceguard onto the face, using realistic ball impact speeds and conditions; and
2. head protectors have been tested separately against men's and junior sized cricket balls (a five-and-a-half ounce ball and a four-and-three-quarter ounce ball, respectively).

Head protectors that have been tested against the new standard will be clearly labelled with "**BS7928:2013**" and will contain clear labelling setting out whether a head protector has been tested against (i) men's standard ball size of 5 ½ ounces, (ii) junior standard ball size of 4 ¾ ounces, or (iii) both men's and junior size balls.

The manufacturers have advised that there is currently no specific women's head protector and so there is no specific standard for women's cricket head protectors. As the size of the standard women's cricket ball is between the standard men and junior balls, it is recommended that women use head protectors that have been tested against both the men's and junior sized ball or at least against the junior size ball (as the smaller ball could potentially get through the gap above the face guard on a men's head protector).

From 30 June 2014, the old BSI standard for cricket head protectors (**BS7928:1998**) [was] withdrawn and the ECB therefore recommends that all new head protectors brought to market are tested against the new standard.

However, head protectors which have already been tested against the old standard can and will continue to be available for sale and will not be withdrawn from the market.

In light of this, the ECB has issued this guidance to ensure that the public understands the meaning and merits of the new specification (and consequent labelling that will soon be introduced) and therefore to enable the public to make an informed decision as to which head protector to use.

Finally, whilst the ECB considers that head protectors are an essential part of a cricketer's kit to mitigate the risk of injury, it must be remembered that wearing a head protector and faceguard (whether or not it has been tested against the new standard) cannot always prevent death, injury or disability.

For further information, please contact helmets@ecb.co.uk

Putting things in place

ECB Guidance : Concussion

The ECB has issued guidance on the recognition and management of concussion. Detailed guidance and the most current information is available on the ECB website at <https://www.ecb.co.uk/concussion-in-cricket>.

The following is an excerpt from these pages, and the factsheets for parents, players, coaches and umpires are included in this toolkit

All concussion needs to be taken seriously and anyone suspected of a concussion/ head injury will require a formal medical assessment.

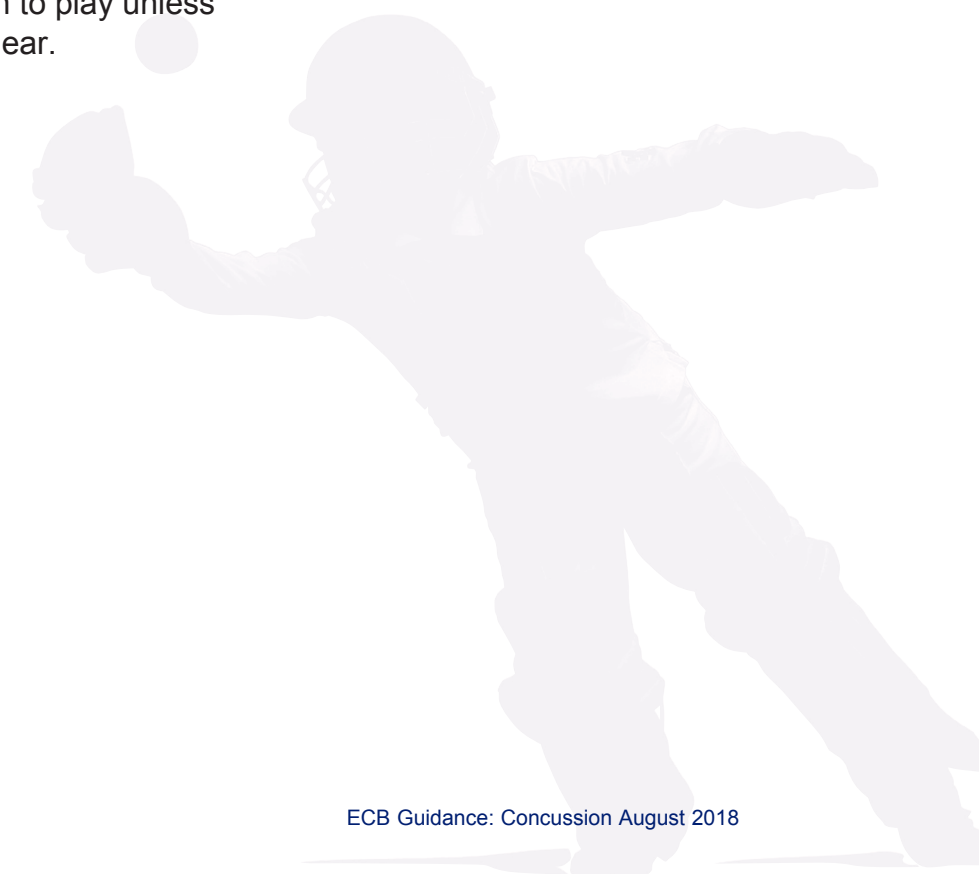
If there are any concerns, they should be removed from the field of play and cleared medically before they can return.

The player who is concussed is often not 'knocked out' but merely might seem slightly off-kilter, it can therefore be difficult to recognise a concussion. In these situations an umpire should seek medical advice/instruction. Similarly a coach should not expect a player to return to play unless he has been given the all-clear.

Once a concussion is diagnosed, the brain takes time to recover, just like any other injury. It needs rest and then it will take six days for a graded return. This means they will not play any subsequent part in the game.

The player will need to undergo a graded return to play.

1. Umpires who are concerned should call the physio out on the field even if the player suggests they are ok
2. If the player sustains a concussion or has a suspected concussion this can require 15 minutes to assess. Thus, if they are the last batsman, the innings will end



CONCUSSION FACT SHEET FOR

COACHES

WHAT IS A CONCUSSION?

Concussion is a complex and potentially significant brain injury that must be taken seriously. Even a 'ding' or what seems to be a mild bump to the head can be serious, failure in recognising this can have major immediate and long-term consequences.

WHAT SHOULD YOU DO IF YOU THINK YOUR PLAYER HAS CONCUSSION?

No matter whether the player is playing a key role in the match, a player with a suspected concussion should be immediately removed from the field in order to undergo assessment.

RECOGNISE

If the player has made you aware of any concussion signs or symptoms, or if yourself or another coach has recognised any possible signs further assessment is required.

REMOVE

You should remove the player from the field immediately, at any point of play - stepwise assessment should be undertaken by a trained medical professional.

RECOVER

The brain takes time to recover - you should not expect a player to return unless cleared to do so.

RETURN

A graded return must be followed once symptom free and is a minimum of 6 days.

DEFINITE CONCUSSION

A player with a definite or suspected concussion needs to be seen by a medical professional i.e. A&E or GP immediately and must not go home alone without head injury advice.

Find information at: ecb.co.uk/concussion

CONCUSSION SIGNS AND SYMPTOMS

Adequate care must be taken in the assessment of a suspected concussion as symptoms may take time to present. If a player has experienced a bump or blow to the head, look for any of the following signs and symptoms of concussion:

SYMPTOMS REPORTED BY PLAYER:

- Headache ✓
- Nausea or vomiting ✓
- Dizziness or blurred vision ✓
- Concentration or memory problems ✓
- Just not 'feeling right' ✓

SIGNS OBSERVED BY COACHES:

- Appears dazed or stunned ✓
- Moves clumsily ✓
- Is unsure of match, opponent or result ✓
- Forgets an instruction ✓
- Loses consciousness ✓
- Shows mood, behaviour or personality changes ✓
- Answers questions slowly ✓
- Can't recall events after hit or fall ✓

CONCUSSION FACT SHEET FOR

PLAYERS

CONCUSSION FACTS

- Concussion is a serious brain injury that takes time to recover just like any other injury.
- A concussion can be difficult to diagnose as symptoms may take time to develop.
- Any player with a suspected concussion must be removed from the field of play and undergo stepwise assessments.
- Ignoring concussion can have long term health implications.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

RECOGNISE

If you suspect that you may have the symptoms of concussion, tell a coach, member of the medical team or umpire.

REMOVE

Any suspected concussion will need you to leave the field to allow a full assessment and diagnosis.

RECOVER

You should be rested from both physical and mental activities, as rest is the only known treatment and an early return may provoke symptoms.

RETURN

If you are diagnosed with concussion a graded return should be followed once symptom free.

DEFINITE CONCUSSION

If you do not have available medical support at your game you will need to seek medical attention/support and most likely will need to attend your nearest A&E or GP immediately.

CONCUSSION SIGNS AND SYMPTOMS

Concussion symptoms may take time to develop; these symptoms will also differ with each player and each injury.

COMMON SYMPTOMS AND SIGNS INCLUDE:

- Headache ✓
- Nausea or vomiting ✓
- Dizziness or balance problems ✓
- Confusion ✓
- Blurred or double vision ✓
- Concentration or memory problems ✓
- Just not “feeling right” ✓

During recovery, physical activity or activities requiring high levels of concentration such as studying or playing video games must be gradually reintroduced as these may cause symptoms to reappear or worsen.

WHY SHOULD I REPORT MY SYMPTOMS?

- Playing or training with concussion symptoms can lead to a prolonged recovery period and a delayed return to play.
- While your brain is still healing you are more likely to experience a repeat concussion or indeed other injuries.

CONCUSSION FACT SHEET FOR

UMPIRES

WHAT IS A CONCUSSION?

Concussion is a complex and potentially significant brain injury that must be taken seriously. Even a ‘ding’ or what seems to be a mild bump to the head can be serious. Failure in recognising this can have major immediate and long-term consequences.

WHAT SHOULD YOU DO IF YOU THINK YOUR PLAYER HAS CONCUSSION?

If you suspect that a player may be showing the signs and symptoms of concussion, it is important that you seek medical advice/instruction. Therefore:

- Upon recognising signs of concussion you should call the physio onto the field even if the player suggests they are ok.
- If the player has a suspected concussion this can require 15 minutes to assess. If everyone is in agreement and they are the last batsman then time for an assessment may be permitted. It is not until the player has been removed from the field and cleared medically that they may return. Thus, if they are the last batsman, the innings will end.
- If there is no medical support available and you have significant concerns you should discuss with the captain or coach as the player may not be fit to make a decision about their own injury.

CONCUSSION SIGNS AND SYMPTOMS

Adequate care must be taken in the assessment of a suspected concussion as symptoms may take time to present. If a player has experienced a bump or blow to the head, look for any of the following signs and symptoms of concussion:

SYMPTOMS REPORTED BY PLAYER:

- Headache ✓
- Nausea or vomiting ✓
- Dizziness or blurred vision ✓
- Concentration or memory problems ✓
- Just not 'feeling right' ✓

SIGNS OBSERVED BY UMPIRES:

- Appears dazed or stunned ✓
- Moves clumsily ✓
- Is unsure of match, opponent or result ✓
- Forgets an instruction ✓
- Loses consciousness ✓
- Answers questions slowly ✓
- Can't recall events after hit or fall ✓

CONCUSSION FACT SHEET FOR PARENTS

WHAT IS A CONCUSSION?

Concussion is a complex and potentially significant brain injury that must be taken seriously. Even a 'ding' or what seems to be a mild bump to the head can be serious, failure in recognising this can have major immediate and long-term consequences.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS CONCUSSION?

RECOGNISE

If your child appears to be presenting any of the signs of concussion, it is very important that they are assessed and diagnosed by a medical professional.

REMOVE

If your child has a suspected concussion they will be removed from the field of play in order for assessment to be undertaken, they will be unable to return unless they have been cleared medically.

RECOVER

When diagnosed with concussion a child must be rested from both physical activities and brain activities such as reading and playing video games until symptom free.

RETURN

An appropriate graded return to play should be followed. The ECB concussion guidelines can be used to help direct the levels of exercise. This will include reduced school studies before a return to physical activity. The ECB recommends this to be 23 days before return to play.

DEFINITE CONCUSSION

All concussions must be checked by a medical professional i.e. at A&E or GP immediately.

CONCUSSION SIGNS AND SYMPTOMS

If your child has experienced a bump or blow to the head, look for any of the following signs and symptoms of concussion:

SYMPTOMS REPORTED BY PLAYER:

- Headache ✓
- Nausea or vomiting ✓
- Dizziness or blurred vision ✓
- Concentration or memory problems ✓
- Just not 'feeling right' ✓

SIGNS OBSERVED BY PARENTS/GUARDIANS:

- Appears dazed or stunned ✓
- Moves clumsily ✓
- Is unsure of match, opponent or result ✓
- Loses consciousness ✓
- Shows mood, behaviour or personality changes ✓

Adequate care must be taken in the observation and assessment of concussion symptoms as these may take time to present.

ECB Fielding Regulations

For reference, the ECB fielding Regulations are as follows:

- No young player in the Under 15 age group, or younger, shall be allowed to field closer than 8 yards (7.3 metres) from the middle stump, except behind the wicket on the off side, until the batsman has played at the ball
- For players in the Under 13 age group, and below, the distance is 11 yards (10 metres)
- These minimum distances apply even if the player is wearing a helmet
- Should a young player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back
- In addition any young player in the Under 16 to Under 18 age groups, who has not reached the age of 18, must wear a helmet and, for boys, an abdominal protector (box) when fielding within 6 yards (5.5 metres) of the bat, except behind the wicket on the off side. Players should wear appropriate protective equipment whenever they are fielding in a position where they feel at risk
- These fielding regulations are applicable to all cricket in England and Wales



ECB Fast Bowling Directives

The Fast Bowling Directives are designed to raise awareness of the need to nurture and protect our young fast bowlers through their formative years, and have been warmly welcomed by a significant number of coaches and managers. Statistics clearly show that fast bowlers regularly win international matches, and, if England is to achieve the vision of becoming the most successful and respected cricket nation, we must make every effort to produce bowlers to reach the goal.

I would like to thank those involved in the development of talented fast bowlers for their observations and constructive feedback regarding the initiative. As coaches, we should consider the welfare of the individuals under our supervision. These regulations are designed to minimise the possibility of injury.

The Directives relate to all competitions under the auspices of the ECB at U19 level and below as well as all Premier League matches. It should be emphasised that the age of the player is the key criteria and not the level of cricket being played. The restrictions will be reviewed annually, and the Directives were amended slightly for the 2010 season onwards in relation to the number of overs to be bowled in matches.

Mike Gatting

Managing Director of Cricket Partnerships England and Wales Cricket Board



Injury prevention for fast bowlers

These Directives apply to girls and boys, and any reference to he/his should be interpreted to include she/her.

For the purpose of these Directives a fast bowler should be defined as a bowler to whom a wicket keeper in the same age group would, in normal circumstances, stand back to take the ball.

All coaches are urged to identify those players with the potential to bowl fast and to ensure they follow the Directives in all cricket throughout the season.

There are four main areas to be aware of when assessing injury risk to fast bowlers:

1. Overbowling
2. Technique
3. Physical Preparation
4. Equipment

Directives for matches:

AGE:	MAX OVERS PER SPELL	MAX OVERS PER DAY
Up to 13	5 overs per spell	10 overs per day
U14, U15	6 overs per spell	12 overs per day
U16, U17	7 overs per spell	18 overs per day
U18, U19	7 overs per spell	18 overs per day

Directives for practice sessions:

AGE:	MAX BALLS PER SESSION	MAX SESSIONS PER WEEK
Up to 13	30 balls per session	2 sessions per week
U14, U15	36 balls per session	2 sessions per week
U16, U17	36 balls per session	3 sessions per week
U18, U19	42 balls per session	3 sessions per week

1. OVERBOWLING:

This is an important consideration especially for young bowlers whose bodies are not fully developed. Recent studies have revealed that overbowling is a common cause of back injuries. Evidence suggests that much of the damage occurs early in the playing career, especially during growth spurts, though the effects do not often show themselves until the late teens. The more talented and more physically mature youngsters are generally most at risk, as they tend to play at more than one age group level.

To ensure that young fast bowlers do not place undue stress on their bodies, every attempt must be made to keep the amount of bowling within reasonable limits. The following Directives provide sensible playing and training levels.

For guidance it is recommended that in any seven day period a fast bowler should not bowl more than four days in that period and for a maximum of two days in a row.

Having completed a spell the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell have been bowled from the same end. A bowler can change ends without ending his current spell provided he bowls the next over he legally can from the other end. If this does not happen his spell is deemed to be concluded. If play is interrupted, for any reason, for less than 40 minutes any spell in progress, at the time of the interruption, can be continued after the interruption up to the maximum number of overs per spell for the appropriate age group. If the spell is not continued after the interruption the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell before the interruption have been bowled from the same end. If the interruption is of 40 minutes or more, whether scheduled or not, the bowler can commence a new spell immediately.

Once a bowler covered by these Directives has bowled in a match he cannot exceed the maximum number of overs per day for his age group even if he subsequently bowls spin. He can exceed the maximum overs per spell if bowling spin, but cannot then revert to bowling fast until an equivalent number of overs to the length of his spell have been bowled from the same end. If he bowls spin without exceeding the maximum number of overs in a spell the maximum will apply as soon as he reverts to bowling fast.

Nets:

Outdoor:

The emphasis on all nets should be quality rather than quantity. These Directives will encourage young fast bowlers to focus their efforts on shorter, more intensive spells. Consequently young fast bowlers should be made aware of the importance of warming up and warming down as part of their preparation.

Indoor:

In the period between the end of the cricket season and Christmas, indoor practise for fast bowlers should be kept to an ABSOLUTE MINIMUM. The following highlights the risk of playing/practising on hard surfaces such as solid concrete and shows how these forces can be reduced by using appropriate mats or indeed by practising on grass. Concrete offers 0% force absorption whereas grass can offer up to 75%. The 34% offered by natural turf was measured at Trent Bridge on a rock hard Test Match pitch. These figures have major implications for limiting indoor work in the winter, particularly for seamers, and for ensuring that length and intensity of sessions are considered when working on the harder surfaces.

Force absorption and surfaces:

Concrete	0% force reduction
Uniturf on concrete:	7% force reduction
Uniturf + mat:	15% force reduction
Uniturf + 2 mats:	31% force reduction
Natural turf:	34% force reduction
Synthetic + underlay:	49% force reduction

2. TECHNIQUE:

It is crucial that bowlers are encouraged to adopt a safe action early in their development. Bowlers should either have a SIDE-ON, a FRONT-ON or a 'MIDWAY/NEUTRAL' action, but SHOULD NEVER MIX THE ACTIONS. The mixed actions (of which there are two main types) are a major cause of back injuries, because they cause an unnecessary spinal twist. Excessive hyperextension of the back during the delivery stride is also a contributing factor.

For further clarification of mixed actions consult the 'ECB Coaches Manual' or an appropriately qualified cricket coach.

3. PHYSICAL PREPARATION:

A well structured, cricket specific training programme is essential to develop, and maintain, the strength, endurance and flexibility required for fast bowling. It is one of the most injury-labile non-contact activities in sport and the need for the fast bowlers to be amongst the fittest and best prepared players in the team cannot be over emphasised. Bowlers should WARM UP and STRETCH thoroughly before bowling and training, and should WARM DOWN and STRETCH afterwards. A good warm up helps to encourage a more professional approach, helps team spirit and can actually improve performance. It also helps to reduce the chance of an injury occurring.

4. EQUIPMENT:

Impact forces of up to eight times body weight can be experienced during the delivery stride. Without the appropriate footwear, these forces must be absorbed by the feet, ankles, knees and lower back of the bowler. It is therefore essential that bowlers minimise these effects by absorbing them with the use of efficient, well-fitting, cushioned boots or shoes and if required, absorbent insoles. The use of running shoes, basketball-type boots or good cross trainers is also essential as they are designed to cope with the types of forces experienced when bowling on hard surfaces.

The year starting date of midnight on the previous 31st August is assumed throughout these Directives.

ECB Guidelines for Junior Players in Open Age Group Cricket

The ECB has issued guidance covering the selection and participation of young players in open age group cricket. This is to help clubs decide when to select young players in open age group cricket and how best to help their cricketing development when they play within open age groups. The guidance applies to boys and girls. The ECB keeps these guidelines under review. Put simply, the overall aim is to allow young players to develop in safety, but not to spoil the game for adults. For the avoidance of doubt, this guidance applies to training and nets as well as games, for men's and women's cricket, and for the indoor game.

General

- Making the step up from junior to open age group cricket is an important event in any player's cricket experience. The player's safety, personal development needs and overall cricket experience must be considered
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side
- Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else
- Clubs, squad coaches and managers must take into account the requirements on age detailed in this guidance.
- Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game
- Each case must be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part in Open Age cricket
- Be supportive, at all times, for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement
- The minimum age guidance provided below MUST be followed.
- The captain must inform the Umpires of under 18s in the side.
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team

Restrictions

ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket

Minimum age

The minimum age for Open Age cricket is the U 13 age group. Players must be in Year 8, and 12 years old on the 1st September of the preceding year.

This applies to all club and district players who are not in a county or area squad (or region in Wales) . Written parental consent is required.

Exceptionally, players who are selected in a County U12 squad (or Regional squad in Wales) in spring for a summer squad - are also eligible to play Open age cricket.*

Please be aware that at under 12 level the ECB recommends that the focus is on participation rather than Talent I.D, and many counties no longer run under 12 squads. Inclusion of ANY Under 12s in Open Age teams should be an exception and not an expectation.

*providing they are at least 11 years old, are in School Year 7 on 1st September in the year preceding the season, and have written parental consent to play.

It is essential clubs and coaches recognise the 'duty of care' obligations they have towards young players in Open Age cricket

The duty of care should be interpreted in two ways:

Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player

Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players

In addition, the guidelines note the need for clubs and leagues to recognise the positive experience young players should have in open age cricket. Clubs should provide an opportunity for players to show their talents in an appropriate way.

ECB Guidelines on Girls Playing in Boys Age Group Leagues and Competitions

In response to a number of requests the ECB has issued the following guidelines concerning the participation of girls in boys' cricket:

- The ECB wishes to encourage the development of girl cricketers and is happy for them to participate in boys' cricket
- Team managers and coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied they are competent to do so
- Suitable arrangements need to be in place, particularly in relation to changing facilities and transportation arrangements, if applicable
- In ECB national competitions the age group requirements apply to all players regardless of their sex

- In local Leagues, and other competitions, it is up to each League, or competition, to specify age group requirements. If girls who are older than the specified age group are allowed to play, the League must specify a maximum age for the girl players and confirm how many older girls can play in any team. The same regulations must apply to all clubs in that League or competition
- For the sake of clarity it should be understood that boys cannot play in girls Leagues or competitions unless explicit provision for this is included in the rules of that League or competition. Boys cannot play in the ECB girls' competitions

Any questions relating to these guidelines should be referred to helpdesk@ecb.co.uk



