



LANCASHIRE CRICKET FOUNDATION: SAFEGUARDING POLICY

Policy Statement: Lancashire Cricket Foundation accept the moral and legal responsibility to provide a duty of care to, safeguard the welfare of, and offer a right to protection from abuse for, all children, young people and vulnerable adults, irrespective of age, culture, disability, gender, language, racial origin, religious belief and/ or sexual identity.

Scope: This policy applies to all Lancashire Cricket Foundation Directors, Staff and Volunteers.

Responsibility: Operational responsibility for the implementation of the policy lies with the Lancashire Cricket Foundation Senior Management Team.

All Lancashire Cricket Foundation Directors, Staff and Volunteers are required to support and uphold the policy.

Document Control:

Date Approved	
Approving Body	Lancashire Cricket Foundation Board
Implementation Date	November 2018
Target Audience	Lancashire Cricket Foundation Directors, Staff & Volunteers
Review Schedule	1 year from the date of approval, when legislation changes and / or when updated policies are received from partner organisations and / or when Lancashire Cricket update their policy
Date of Last Review, and reviewer	February 2022, Howard Shore
Lead Manager/s	Sandy Mitchell

Version Control:

Version	Date	Author and Job Title	Comments (changes applied)
1.0	Nov 18	Sandy Mitchell, Head of Community Development	Document created
1.1	Aug 19	Howard Shore, Senior Cricket Project Activator	Radicalisation and Violent Extremism section added
1.2	May 20	Howard Shore, Community Programme Manager	Hyperlinks updated
1.3	Feb 21	Howard Shore, Community Programme Manager	Safeguarding statement section removed to separate document; expansion of Principle #11 (p3)
1.4	Jul 21	Howard Shore, Community Programme Manager	e-safety section added
1.5	Feb 22	Howard Shore, Community Programme Manager	Links to other policies added

INTRODUCTION to the Lancashire Cricket Foundation Safeguarding Policy

Lancashire Cricket Foundation is committed to the delivery of a service that promotes good practice and protects vulnerable people from harm.

Dealing with the safety and protection of children, young people and vulnerable adults is a demanding and difficult area of work. We recognise this and aim to ensure that all Lancashire Cricket Foundation staff working with these groups are provided with the appropriate policy, direction and training in this sensitive area.

It is well established that effective work to prevent abuse requires sound procedures, good inter-agency co-operation and a workforce, which is competent and confident in recognising and responding to situations where the protection of a child, young person or vulnerable adult is an issue.

This policy, which is informed by acknowledged good practice, draws upon the experience, procedures and practice of a number of agencies and professionals who work with children, young people and vulnerable adults in various capacities and settings.

All children, young people and vulnerable adults who need or use the services provided by the Lancashire Cricket Foundation team have a fundamental right to be protected from harm. Consequently, this policy document and the policies and procedures contained and referred to within apply to **ALL** service employees in either a paid or voluntary capacity.

This document should be read in conjunction with the following policies:

LCF Safeguarding Statement

LCF Equality and Diversity Policy and LCF Diversity and Inclusion Policy for Programmes

LCF Trans Inclusion Policy

LCF Social Media Policy

AIMS AND PRINCIPLES of the Lancashire Cricket Foundation Safeguarding Policy

The key aims of this policy document and associated policies and procedures are as follows:

1. To ensure that **ALL** Lancashire Cricket Foundation services are provided in a manner that serves to protect children, young people and vulnerable adults from harm.
2. To protect **ALL** Lancashire Cricket Foundation staff and volunteers from potential allegations.
3. To ensure that **ALL** Lancashire Cricket Foundation staff and volunteers are carefully / appropriately selected, trained and supervised while working with children, young people and vulnerable adults.
4. To ensure that **ALL** Lancashire Cricket Foundation staff and volunteers are familiar with the issues in relation to the protection of children, young people and vulnerable adults and receive appropriate training to enable them to be competent and confident in recognising and responding to such situations.

These key aims are underpinned by the following principles:

1. The welfare of all children, young people and vulnerable adults is paramount.
2. Anyone under the age of 18 should be considered as a young person for the purposes of this policy and associated policies and procedures.
3. Everyone, whatever their age, gender, culture, ability, language, religious beliefs, racial origin, and/or sexual identity should be able to enjoy the services that the Lancashire Cricket Foundation provides, safe from abuse of any kind.
4. It is the responsibility of statutory agencies in child protection to determine whether abuse has taken place, but **it is everyone's responsibility within the Lancashire Cricket Foundation team to report concerns.**
5. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
6. Where Lancashire Cricket Foundation works in partnership with other service providers, their safeguarding policies should, as a minimum, comply with this policy and the associated policies and procedures.
7. **ALL** Individuals working with children, young people and vulnerable adults will be made aware of good practice in order to ensure that they are not placed in situations where allegations could be made.
8. Working in partnership with parents/carers is essential for the protection of children, young people and vulnerable adults.
9. Lancashire Cricket Foundation recognises and supports the statutory responsibilities of Safeguarding and Specialist Services to ensure the welfare of children, young people and vulnerable adults and is committed to complying with the relevant Local Safeguarding Children Board policy and procedures.
10. The Lancashire Cricket Foundation will ensure that the appropriate background checks are carried out for **ALL** staff involved in working with children, young people and vulnerable adults, however they are employed and whether they are paid or voluntary.
11. **ALL** staff and volunteers working directly with children, young people and vulnerable adults will be required to complete an appropriately identified level of safeguarding training. ALL staff and volunteers will be required to undertake refresher training every 3 years, except those who are Designated Safeguarding Leads for the NCS programme, who must undertake refresher training every 2 years. A training record is stored centrally.

Lancashire Cricket Foundation: COMMITMENT TO SAFEGUARDING

Lancashire Cricket Foundation is committed to ensuring the welfare and safety of all children, young people and vulnerable adults involved in any activities or competition in line with the 5 key outcomes of the Every Child Matters agenda, ensuring that all children, young people and vulnerable adults:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution to their community/society
- Improve economic well being

Lancashire Cricket Foundation is committed to ensuring the welfare and safety of all young people and vulnerable adults involved in any activities or competition in line with the principles identified through Working Together 2018 which states that underpinning work to safeguard and promote the welfare of children should be:

- child-centered. Where there is a conflict of interest, decisions should be made in the child's best interests: be rooted in child development: be age-appropriate; and be informed by evidence
- are focused on action and outcomes for children
- are holistic in approach, addressing the child's needs within their family and any risks the child faces from within the wider community
- ensure equality of opportunity
- involve children, ensuring that their voice is heard and provide appropriate support
- to enable this where the child has specific communication needs
- involve families
- identify risks to the safety and welfare of children
- build on strengths as well as identifying difficulties
- are integrated in approach
- are multi-agency and multi-disciplinary
- are a continuing process, not an event
- lead to action, including the provision of services
- review services provided on an ongoing basis
- are transparent and open to challenge

<p>What are the DEFINITIONS OF ABUSE?</p>
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[Working Together to Safeguard Children \(2018\)](#) sets out definitions of the four broad categories of abuse. The following definitions highlight the different types of abuse that exist:

- **Neglect** – where adults fail to meet a child's basic physical and/or psychological needs, it is likely to result in the serious impairment of the child's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.
- **Physical abuse** – where adults and or other young people physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after e.g. factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

- **Sexual abuse** – where girls and boys are abused by adults (both male and female) and or other young people who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- **Emotional abuse** – is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

In addition to the four main types of abuse shown above, disabled children in residential homes or other institutions might experience:

- **Institutional abuse** - when staff in a home or other institutions sacrifice the needs, wishes and lifestyle of a disabled child in favour of the institution's regime. For example, by showing lack of respect for a child's dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life. An example in sport would be if coaches or volunteers followed their club's usual procedures where these conflicted with the rights and needs of a disabled child.
- **Financial abuse** - deliberate misuse and exploitation of a disabled child's money or possessions. For example, if the child is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

E-SAFETY

Where appropriate, participants on LCF programmes will be made aware of safe use internet media and social media and the dangers of grooming via chat rooms, instant messaging, mobile phones or text messaging.

Participants on the NCS programme will be provided with specific guidance related to the above. See the Online safety advice for young people and graduates document.

The LCF Social Media Policy outlines the Code of Conduct for staff.

Photographs of participants without their permission is forbidden and for participants under 16, the permission of parents or carers must be sought. This consent is to be captured using the registration form or equivalent related to that project or programme. This consent form must also ask permission before any photographs or video recordings can be used for publicity or display purposes.

Access to the internet or email on computers within the Lancashire Cricket network are monitored. Internet filtering systems are in place to monitor and safeguard all from accessing inappropriate sites or

material; this arrangement is regularly reviewed to maintain the integrity of the system. Any participant who has visited or viewed inappropriate material will fall within the scope of the code of conduct/disciplinary procedure.

Indecent Images and Online Grooming

What to do if a member of staff/volunteer is inadvertently exposed to indecent images of children or young people whilst using the internet

- The URLs (web page addresses) which contain the suspect images should be reported to the Internet Watch Foundation via www.iwf.org.uk by a Head of Department (HoD), or the Designated Safeguarding Lead (DSL) connected to the NCS programme. They are to avoid sending copies of the images to the Internet Watch Foundation;
- Any copies that exist of the image, for example in emails, should be deleted.

What to do if indecent images of children or young people are found on LCF devices

- This should be referred to a HoD or the NCS DSL immediately.
- The HoD or the NCS DSL will then:
 - Report the URLs (web page addresses) which contain the suspect images to the Internet Watch Foundation via www.iwf.org.uk. They will avoid sending copies of the images to the Internet Watch Foundation;
 - Inform the police and complete a Safeguarding Reporting Form;
 - If any copies need to be stored at the request of the police, then they should be stored securely where no one else has access to them;
 - All other copies must be deleted.

What to do if a member of staff/volunteer is found in possession of indecent images of children or young people on their electronic device provided by the LCF:

- This should be referred to a HoD or the NCS DSL immediately.
- They will be aware of their obligations under the Sexual Offences Act 2003 (England and Wales) and the associated Memorandum of Understanding.
- The HoD or the NCS DSL will then:
 - Contact the police regarding the images. If they are in doubt about whether the images are criminal, they are to discuss with the police the best way for them to receive copies to determine whether they are criminal or not;
 - Discuss with the police what to do about the device that the images are on;
 - Quarantine the device in question and discuss with the police about checking for any other images on that machine;
 - Liaise with the HR Director or equivalent on the management of this allegation, including an initial discussion with the police to consider temporary suspension of the member of staff/volunteer pending investigation.

What to do if a child/young person discloses that they are being groomed/abused by someone online

- Follow the procedures as within this policy.
- The HoD or the NCS DSL should contact the police.
- Advice can be sought from, or if appropriate a report can also be made to, CEOP, the specialist police command dealing with inappropriate online behaviour.
- If the adult is a staff member or volunteer, then also follow the allegations procedures outlined in within this policy.

RADICALISATION AND VIOLENT EXTREMISM

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. **Extremism is defined by the Government** in the 2011 Prevent Strategy as: 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.' It also includes calls for death of members of the armed forces, whether in this country or overseas.

Where staff are concerned that young people are developing extremist views or show signs of becoming radicalised, they should consult their line manager for advice and next steps.

Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs
- Seek to provoke others to terrorist acts
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts
- Foster hatred which might lead to inter-community violence in the UK

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Young people may become susceptible to radicalisation through a range of social, personal, and environmental factors: it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

Indicators of vulnerability include:

- **Identity crisis** – the young person is distanced from their cultural/religious heritage and experiences discomfort about their place in society
- **Personal crisis** – the young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging
- **Personal circumstances** – migration; local community tensions; and events affecting the student's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- **Unmet aspirations** – the young person may have perceptions of injustice; a feeling of failure; rejection of civic life
- **Experiences of criminality** – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration
- **Special educational needs** – young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism. More critical risk factors could include:

- Being in contact with extremist recruiters
- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature

- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis

Indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies outside school
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views
- Advocating violence towards others

Young people who are showing signs of radicalisation will need to be considered as at risk of harm to themselves or others, and therefore such concerns should be acted upon following the procedures outlined in section 5 Safeguarding Reporting Procedures below.

<p>RESPONSIBILITIES AND IMPLEMENTATION of the policy, policies and procedures</p>
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Directors, Staff & Volunteers

ALL Lancashire Cricket Foundation Directors, Staff and Volunteers have responsibility for ensuring that the principles contained within this policy are adhered to and to co-operate with the relevant policies and procedures in place to ensure the protection of all children, young people and vulnerable adults.

Lancashire Cricket Foundation Director

The Lancashire Cricket Foundation Director will ensure that systems and procedures are in place that will allow the policy and associated policies and procedures to be fully implemented throughout the service.

Managers

- Managers will be directly responsible for ensuring that the policy is adhered to within their individual service area and that incidents are reported to Safeguarding and Specialist Services where relevant; regularly reviewing the effectiveness of the policy, Lancashire Cricket Foundation and procedures.

Designated Safeguarding Officer (Lancashire Cricket Foundation Director)

The DSO will be responsible for: -

- Providing support, advice and policy to all staff in matters relating to this Lancashire Cricket Foundation;
- Ensuring that the Lancashire Cricket Foundation and procedures are regularly updated to reflect changing legislation and/ or accepted practice;
- Liaising with Safeguarding and Specialist Services and other statutory agencies when required.

REPORTING CONCERNS & ALLEGATIONS: Process & Procedure

The Safeguarding Reporting Procedures that are to be followed and the Safeguarding Reporting Forms that are to be used in the event of suspicion, allegation or direct disclosure of abuse to children, young people and vulnerable adults are as follows:

- Lancashire Cricket Foundation Safeguarding Flow Chart – To be followed in the event you receive a direct disclosure of abuse, an allegation of abuse or are suspicious that abuse is taking place (APPENDIX B)
- Lancashire Cricket Foundation Safeguarding Reporting Form – To be used to record information in the event you receive a direct disclosure of abuse, an allegation of abuse or are suspicious that abuse is taking place (APPENDIX A)

REMEMBER: it is everyone's responsibility within the Lancashire Cricket Foundation team to report concerns, allegations and disclosure – **Non-action is not an option in these situations** – your actions could be the difference between life and death.

APPENDIX A: LANCASHIRE CRICKET FOUNDATION SAFEGUARDING REPORTING FORM

YOUR DETAILS:

	Person Reporting the Incident:	Person Recording the Incident:
Name:		
Job Role:		
Knowledge of and Relationship to the Person:		
Contact Address:		
Telephone Numbers(s):		
E-mail:		

CHILD'S / VULNERABLE ADULT'S DETAILS (if known):

Full Name:			
Date of Birth:			
Contact Address:			
Telephone Numbers(s):			
Ethnicity:		Disability:	

INCIDENT DETAILS:

Location of Incident (if relevant):	Date and Time of Incident:
Detailed Information (in persons own words if possible):	

Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, the persons emotional state). N.B. **Make a clear distinction between what is fact and hearsay:**

N.B. if injuries are present please record size, location and colour:

Actions taken so far:

ALLEGED / SUSPECTED ABUSER'S DETAILS (if known):

Name:			
Date of Birth:			
Relationship with Child / Vulnerable Adult:			
Occupation:			
Address:			
Telephone Numbers(s):			
Ethnicity:		Disability:	

EXTERNAL AGENCIES CONTACTED:

AGENCY	YES/NO	CONTACT NAME	CONTACT NUMBER	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social Services						
Local Authority						
NSPCC						
Other <i>(please name)</i>						

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed:

Date:

Please submit this form immediately to:

Paul Milne or Mike Buckley
Lancashire Cricket Foundation Manager or County Safeguarding Officer
Lancashire Cricket Foundation, Lancashire County Cricket Club,
Emirates Old Trafford, Manchester, M16 0PX
Tel: 07710 421231
Email: pmilne@lancashirecricket.co.uk or mbuckley@lancashirecricket.co.uk

APPENDIX B: PROCEDURES FOR RESPONDING TO DISCLOSURE, ALLEGATIONS & SUSPICIONS

