

CLUB-RUN CAMPS GUIDANCE CHECKLIST

Helping your camp run safely, smoothly, and successfully

Lancashire Cricket Foundation - Safeguarding & Coaching Support

We know many clubs are keen to host cricket camps during holidays - it's a great way to keep children active, involved, and having fun. This guide is here to help you think through what's needed to make sure any camp you run is safe, inclusive and well-organised.

GENERAL PLANNING

- Who is running the camp? Is it run by the club directly, or an external provider using club facilities?
- Have you informed the club committee? Camps should have club approval and be discussed with the Chair, Safeguarding Officer, and relevant committee members.
- Do you have appropriate insurance in place?
 - If it's a club-run camp, check your current public liability and personal accident insurance includes holiday activities.
 - If it's an external provider, make sure they show evidence of their own insurance.

COACHING & SUPERVISION

- Are your coaches appropriately qualified?
 - If delivering cricket sessions, coaches must hold at least a UKCC Level 2/ECB Core Coach qualification.
 - A Lead Coach should always be qualified and experienced in managing sessions and safety.
- Do all staff/volunteers have DBS checks and appropriate safeguarding training?
 - Coaches and helpers working with U18s should have an enhanced DBS (with children's barred list check) and have completed Safeguarding Young Cricketers/SGL2
 - There should be a minimum of two adults present at all times (ideally a male and female for mixed groups).
- Coach to participant ratio: ECB recommends 1:10 for U13s, and 1:8 for younger children. Always adjust for needs and age.

SAFEGUARDING & WELFARE

- Who is the Camp Safeguarding Lead? Someone on-site must be clearly identified as the Welfare or Safeguarding Lead, and be known to parents and staff.
- Are you collecting emergency contact and medical information for all participants? Have a clear system for storing and accessing this confidentially.
- Do you have a clear pick-up/drop-off procedure? Children should only be collected by authorised adults, with sign-in/out procedures in place.
- What's your response plan for accidents, illnesses or disclosures? Make sure everyone knows what to do if a child is hurt, unwell or shares a concern. Please refer to the current LCF Lockdown guidance which can be found on the Lancashire Cricket Foundation website

- Have you got appropriate first aid cover? A qualified first aider must be present during all sessions, with access to a well-stocked first aid kit.

PHOTO & VIDEO CONSENT

- Will photos or videos be taken during the camp?
 - Make sure parental/carers consent has been obtained before capturing or using any images.
 - Refer to the ECB guidance on the use of images, including storage, sharing and social media use.
 - Children should never be identified by full name in any shared images.

USING CLUB FACILITIES

- Have you done a risk assessment of the site?
 - Check pitches, halls, changing rooms, toilets, and first aid arrangements.
 - Consider weather risks, parking and indoor alternatives.
- Is there access to drinking water, shade/shelter, and toilets? Make sure children are reminded to stay hydrated and protected from sun or rain.
- Are all coaches/providers aware of the club's codes of conduct and safeguarding policies? Even for external users, you should share your expectations and receive theirs.

PARENT COMMUNICATION

- Have you informed parents of the camp structure, timings and expectations? Let them know who's running the camp, contact details, what their child needs, and behaviour expectations.
- Is your camp inclusive? Children with additional needs or disabilities should be welcomed where possible — ask parents how you can best support them.

EXTRA TIPS

- Keep daily registers and attendance logs
- Consider wet weather contingency plans
- Have a whistle or method for group calls
- Don't forget your safeguarding reporting pathway — if unsure, contact your Club Safeguarding Officer or the County Safeguarding Lead (Adele)

We're here to help!

If you're not sure whether your camp meets best practice, or you have questions about insurance, coaching qualifications, or safeguarding, please get in touch.

You can reach the LCF Safeguarding Team via awilliams@lancashirecricket.co.uk or safeguarding@lancashirecricket.co.uk