

Club Policy & Guidance Session – Meeting Notes

Date: 25 November 2025

Duration: 1 hour 13 minutes

Facilitator: Adele Williams (LCF)

1. Introduction

Adele opened the session by clarifying the purpose:

- To explain **non-negotiable safeguarding policies** all clubs must have.
 - To highlight additional recommended policies.
 - To respond to questions around recruitment, changing rooms, video consent and general safeguarding challenges.
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2. Mandatory (Non-Negotiable) Club Policies

Adele detailed the **five essential club policies** that every club must have in place:

1. ECB Safe Hands Policy

- Core safeguarding framework.

2. Anti-Bullying Policy

- Required for both children and adults.

3. Codes of Conduct

- Applies to players, coaches, parents, volunteers.

4. Safer Recruitment Policy

- Although not explicitly mandated in training, it *must* be implemented due to expectations around due diligence.

5. Changing Room Policy

- Recently added after unanimous feedback from clubs.
 - Critical due to mixed junior, senior, women & girls' participation.
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3. Safer Recruitment – Key Points

Common questions were raised about recruitment of new adults into clubs:

- **Always complete due diligence** when adults take on responsibilities (coaches, team managers, captains, senior players with influence).
 - For new volunteers without previous cricket links, clubs should explore other youth-related involvement (Scouts, school, other sports) and seek references.
 - Adele and League SGOs will support clubs if previous clubs are unresponsive.
 - A list of safeguarding officers for cross-club reference checks is being compiled; meanwhile Adele will facilitate contacts.
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4. Changing Rooms – Guidance & Challenges

Hard Line Rule

- **Under-18s must not change with adults.** No exceptions.
- Policy exists to protect both children and adults.

Questions Raised

- What if clubs have only one or two changing rooms?
- What if players use changing rooms as social spaces in bad weather?
- What if junior boys occasionally play up in senior teams?

Adele's Guidance

- Clubs may adapt policies to their facilities *but must clearly explain how they mitigate risk* (e.g., staggered changing, players arrive changed, signage on dual-use spaces).
 - Using cubicles can help but requires careful risk assessment (when emerging from cubicles).
 - Captains must be actively engaged as safeguarding leaders on match day.
 - Concerns about *away teams not following host club processes* can be logged as low-level concerns so Adele can follow up.
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5. Additional Policies on the “Wish List”

Adele has drafted extra optional-but-strongly-recommended policies due to recurring issues this year:

1. **Lockdown / Site Security Policy**

2. **Selection Policy**
3. **Online Safety & Communications Policy**
4. **Live Streaming & Video Recording Policy**

Purpose:

- To help clubs prevent recurring safeguarding issues.
 - To give clubs strong evidence bases when responding to complaints.
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6. Live Streaming & Video Consent

Key discussion topic:

Rules

- Consent is required **with SGOs sharing information with team captains before match** for any live streaming.
- Mandatory dual consent for juniors: **parent + child**.
- Consent required even for GCSE evidence filming if others appear in background.
- Text-based consent is acceptable as evidence.

Challenges Raised

- Difficulty keeping up with weekly consent gathering.
- Realistic limitations for large/volunteer-led clubs.
- Problem of spectators filming casually.

LCF Winter Work Plan

Adele, leagues, and umpires' groups are working on a new simplified process – possibly integrated into matchday umpire procedures.

7. Spectator Filming

- Clubs must display signage stating no filming without consent.
- Add clauses into venue hire agreements.
- Clubs cannot forcibly check devices; only challenge if concerns arise.

- If all players have consented, no issue; if even one child has not, clubs must intervene.
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8. Membership Forms, Signatures & Policy Awareness

- Safe Hands guidance requires evidence that individuals **have read and signed** relevant policies.
 - OK to embed this into membership forms.
 - Some clubs offered to share template membership forms.
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9. Safeguarding Reporting to Committees

- Clubs must record safeguarding as a **standing agenda item** at committee meetings—not just tick-box adoption.
 - Reports should reflect real issues, trends, concerns and progress.
 - Adele will check new ClubMark guidance to confirm any updated requirements.
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10. Safeguarding Assessment Tool

- Tool is a **working document** for clubs to self-assess standards.
 - Full completion required by end of 2027, but not 100% “green”.
 - Helps Adele understand where clubs need support.
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11. Speak Out Champion Programme

- Steering group to form from clubs already piloting Speak Out Champions.
 - Purpose:
 - Promote youth voice.
 - Share development ideas.
 - Improve junior experience and club culture.
 - Adele encouraged more safeguarding officers to join.
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12. Play Cricket Support

- Some CSOs are not receiving communications via Play Cricket.
 - Senior Cricket Development Managers will coordinate training and support offers.
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ACTION POINTS

For Clubs

- Implement and publish all **five non-negotiable policies**.
- Review and adapt ECB/LCF policy templates where needed.
- Begin or strengthen **safer recruitment checks**.
- Ensure **changing room processes** are risk-assessed and clearly communicated.
- Add **policy confirmation signatures** to membership forms.
- Add safeguarding as a **standing item** at committee meetings.
- Display **no-filming signage** and update venue hire agreements.
- Participate in Speak Out Champion steering group (if applicable).
- Review online communications channels to ensure compliance.

For Adele / LCF

- Publish / correct policy documents on LCF website.
- Circulate membership form templates from clubs.
- Compile and share safeguarding officer contact list.
- Follow up on live streaming simplified process (working with leagues/umpires).
- Provide Play Cricket support via development officers.
- Follow up on visiting clubs not adhering to safeguarding expectations.