

The 'Safe Hands Safeguarding Kit Bag'

The "Safe Hands" Safeguarding Kit Bag is designed to assist clubs in fulfilling their duty of care to junior members of the club and other children who visit, or use, club facilities.

The ECB has produced a list of requirements which demonstrate this duty of care, and help clubs adopt, and implement, the ECB's "Safe Hands" Policy.

ECB guidance on these requirements and, where appropriate, sample templates can be found in this Kit Bag. It also contains guidance for coaches, and others who work with children, on suitable behaviour and practice with children.

When using this Kit Bag it is advisable that the Club Welfare Officer (Club WO) follows a standard process to consider the guidance and then create and implement, the policy at the club.

Recommended process:

- Guidelines should be discussed with the committee and a list made of all those who need to be aware of, or trained, in each area. Where possible, this activity should be recorded in the committee meeting minutes
- The training of relevant persons can be done by the person the committee deems to be most appropriate. It does not have to be done by the Club WO, though it is recommended they are involved
- As part of the training, a written copy of these ECB guidelines must be given to each person trained. Where possible it is good practice for a copy of the guidelines, or policy, to be placed on the club notice board

In this Kit Bag you will find:

ECB guidance on creating an individual club safeguarding policy statement, including a sample club safeguarding policy statement template

ECB guidance on responding to, recording and reporting concerns which might arise either within or outside the club, including an ECB incident reporting form template

A useful safeguarding contacts list

The ECB whistle blowing policy

ECB guidance on appointing and training a Club Welfare Officer

ECB guidelines on appointing appropriate volunteers and/or paid staff, including:

- ECB list of posts which require vetting checks
- ECB non UK resident vetting form template
- ECB reference form template

Safeguarding in the game guidance, including:

- ECB guidelines on supervising children at cricket sessions
- ECB guidance on wearing cricket helmets
- 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

ECB guidance for coaches working with children

ECB guidance for all staff and volunteers working with children

ECB guidance on safeguarding disabled children in cricket

ECB guidance for Codes of Conducts, including:

- ECB code of conduct for members and guests
- Producing a code of conduct for children

ECB guidelines for the following:

- Player profile system – enabling adults to exercise their duty of care in an emergency situation, including a player profile form template
- Sample 'anti-bullying policy' and procedures for dealing with bullying
- Changing rooms and showering
- Photography, video and the use of images (including press and website guidelines)
- Transport to and from matches
- Managing children away from the club
- Missing children
- Working with external partners (for example club personnel undertaking cricket activities in schools/for local authorities or similar, on a voluntary or paid basis)
- E-safety guidelines on communication and interactive technologies

Creating an Individual Club Safeguarding Policy Statement

In addition to adopting the ECB's "Safe Hands Policy", all ECB affiliated clubs must create 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 Child Protection 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(*) participating in cricket have a safe and positive experience.

(*The word “Children” should be taken to mean all persons under the age of 18.)

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a 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 safe, positive and fun cricketing experience for children
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this
- Appointing a Club Welfare Officer and ensuring they attend all current and future training modules required by the ECB, so they have the necessary skills to undertake their role effectively
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) understand the “Safe Hands Policy” applies to them according to their level of contact with children in cricket
- 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 Child Protection 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. Such procedures should recognise the responsibility of the statutory agencies and be in accordance with pre defined child safeguarding procedures as set down by the ECB, Statutory Agencies and Local Safeguarding Children Board (LSCB) guidelines and policies
- Providing everyone connected with the club (including parents, children and volunteers) with the opportunity to voice any concerns they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer
- Ensuring all suspicious 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 the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

Responding to, Recording and Reporting Concerns Which Might Arise Within or Outside the Club

Across cricket, at all levels, there is a requirement to have “clear and unambiguous procedures in place in respect of child protection, which provide step by step guidance on what action to take if there are concerns about a child’s safety or welfare.”

This section of the Kit Bag outlines this step by step guidance. The following structures and procedures are ECB requirements, and **MUST** be followed, as written, by all clubs affiliated to the ECB.

There are legal obligations for organisations known as ‘Regulated Activity Providers’ (RAPs) who directly employ, or deploy, paid staff or volunteers to work with children. The ECB is a RAP, as are County Boards, leagues and clubs, if they appoint people to roles that undertake Regulated Activity. This means they must comply with the law in this area. These RAPs, as employers, are legally required to refer to the Independent Safeguarding Authority (ISA), anyone they remove from Regulated Activity, where they have harmed or pose a risk of harm to a child, for example, as a result of an allegation being investigated. The ECB will carry out this referral on behalf of member clubs/leagues if the matter is referred to them, so clubs, leagues and Boards must use the ECB reporting mechanisms for all incidents and allegations. Further details on how to determine if a role being undertaken is considered to be a Regulated Activity or not can be found in the List of Posts Which Require Vetting Checks, contained in this Kit Bag.

Introduction

The protection and support of children in cricket is of paramount importance to the ECB. The ECB has therefore developed a system which allows individuals to respond, record and report any concerns or issues they may have, relating to a child at their club or under their care.

To ensure appropriate action is taken when there is suspected abuse, bullying or poor practice, the ECB:

- Has appointed and trained a National Lead Child Protection Officer based at Lord’s Cricket Ground
- Has developed specific regulations and protocols relating to managing child safeguarding referrals
- Has appointed a group of individuals who will be responsible for the management of any disclosure or referrals received – the Referral Management Group (RMG)
- Requires all County Boards, affiliated clubs and leagues to recruit, appoint and train a Welfare Officer, who will receive training through the ECB education and training strategy
- Requires all clubs to take appropriate action where any suspected abuse, bullying or poor practice comes to light, in accordance with procedures defined and published by the ECB

Reasons for taking appropriate action to report concerns

There may be a number of reasons an individual finds it necessary to report a concern. These include:

- In response to something a child has said
- 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 the sport
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour

This is not a definitive list.

There are three steps involved in taking appropriate action. These are known as the three R's. Each is essential.

- **R**esponding to the disclosure/suspicion and/or allegation
- **R**ecording the relevant information
- **R**eporting the relevant information

Each of these steps is covered in more detail below:

Throughout the entire process confidentiality is critical

The legal principle that the 'welfare of the child is paramount' means the considerations which might apply to other situations within the organisation should not be allowed to over-ride the right of children to be protected from harm.

However, every effort must be made to ensure confidentiality is maintained when an allegation has been made and is being investigated.

The procedures require that only those that need to know are told. This means only those individuals stated within the reporting structure and no-one else, unless directed by statutory agencies or the ECB Child Protection Team.

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 (as soon as you can feasibly mention it) 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

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 this key point when reading this section:

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 or league.
 - The role of the Club Welfare Officer (Club WO) is explained elsewhere in this Kit Bag
- Sitting above 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. The County Welfare Officer:

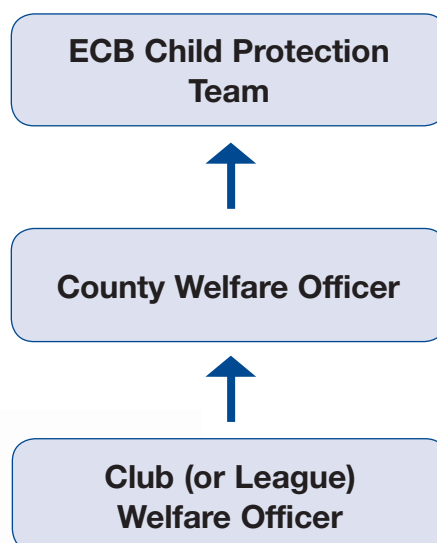
- Is responsible for all safeguarding matters within their County
- Is the first point of contact for all safeguarding matters within their County
- Acts as a source of advice and support to Club and League Welfare Officers and all other affiliated members of that County including the County Cricket Board Management Committee
- Is directly responsible to, and is supported by, the ECB Child Protection Team and often delivers, or directs, programmes on behalf of the ECB

- Provides support, guidance and advice directly to County Welfare Officers
- Works closely with the NSPCC Child Protection in Sport Unit (CPSU) to ensure all procedures and policies are up to date and appropriate for safeguarding children in sport
- Are responsible for the CRB vetting process, and investigating incidents
- Will ensure all appropriate initial action has been completed if an incident arises and an appropriate investigation is undertaken, if necessary
- Advise on and assist liaison with, or referral to, the statutory agencies, i.e. police, children's social care, LADO or ISA, and so on
- Advise on any support needed for the child
- Are able to deal with clubs who have failed to comply with procedures appropriately

The County Board is responsible for monitoring safeguarding within their cricket community and usually requires the County Welfare Officer to monitor clubs and training provision on their behalf.

- Sitting above the County Welfare Officer is the ECB National Child Protection Team (CPT), which is part of the Ethics and Compliance Department. The Child Protection Team:

ECB reporting structure within cricket



ECB reporting procedures

The matter which needs to be reported may:

- a) be related to an incident within cricket
- b) be related to an incident outside cricket or
- c) be related to an incident which has occurred in connection with a club school link

Each of these has its own reporting process, as outlined below.

Occasionally, in exceptional circumstances, a Club Welfare Officer may need to make a report directly to the police or children's social care department.

Reporting to police or children's social care

Reporting the matter to the police, children's social care department or LADO should not be delayed by attempts to obtain more information.

A record must be made of the name and job title of the children's social care, police or LADO member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. Wherever possible, referrals telephoned to the children's social care department or LADO, must be confirmed in writing within 24-48 hours.

A copy of this information should be sent to the ECB Child Protection Team.

a) If the referral relates to an incident within cricket:

The process for such referrals is as follows:

- Any person at, or connected with, a cricket club should report any concerns they have about the welfare of a child within cricket to their Club Welfare Officer (or in an emergency directly to the children's social care department, police or LADO)
- If a Club Welfare Officer has any concerns, or an incident or concern is reported to them, they must inform the County Welfare Officer, who may refer the matter to the ECB Child Protection Team
- If the County Welfare Officer or ECB Child Protection Team is not available, the Club Welfare Officer must avoid delay and seek advice from the local children's social care department, the police, the LADO, or the NSPCC. As soon as possible the Club Welfare Officer must then inform the ECB Child Protection Team and explain the action taken to date
- The ECB Child Protection Team will, where appropriate, notify the local statutory agencies or LADO, and investigate the incident if appropriate
- The ECB Child Protection Team will notify the ECB RMG as required
- The RMG will deal with any media enquiries and decide on any action required to suspend the individual involved, if advised to do so by the children's social care, police or LADO
- A full investigation will be conducted under the ECB Complaints and Disciplinary Procedure on advice from children's social care and/or the police and/or LADO, pending the outcome of any social care or police investigation

Are you concerned about the behaviour of another adult in cricket towards a child?

Refer your concerns to the Club / County WO or, where appropriate, the LADO*

The County WO may refer to the ECB Child Protection Team

ECB Child Protection Team may notify local statutory agencies or, if appropriate, the LADO*, and will investigate the circumstances

ECB Child Protection Team will determine whether a referral to Referral Management Group (RMG) is appropriate or necessary

RMG may suspend, pending the completion of the investigation

RMG consider the actual or potential risk of harm in accordance with the Child Protection Complaints and Disciplinary Procedure

RMG manages the procedure in partnership with social care and/or the police and, where appropriate, the LADO*

RMG imposes the appropriate sanction and will advise regarding the Appeals procedure

*Referral to LADO appropriate where the individual works in England and has direct responsibility for children

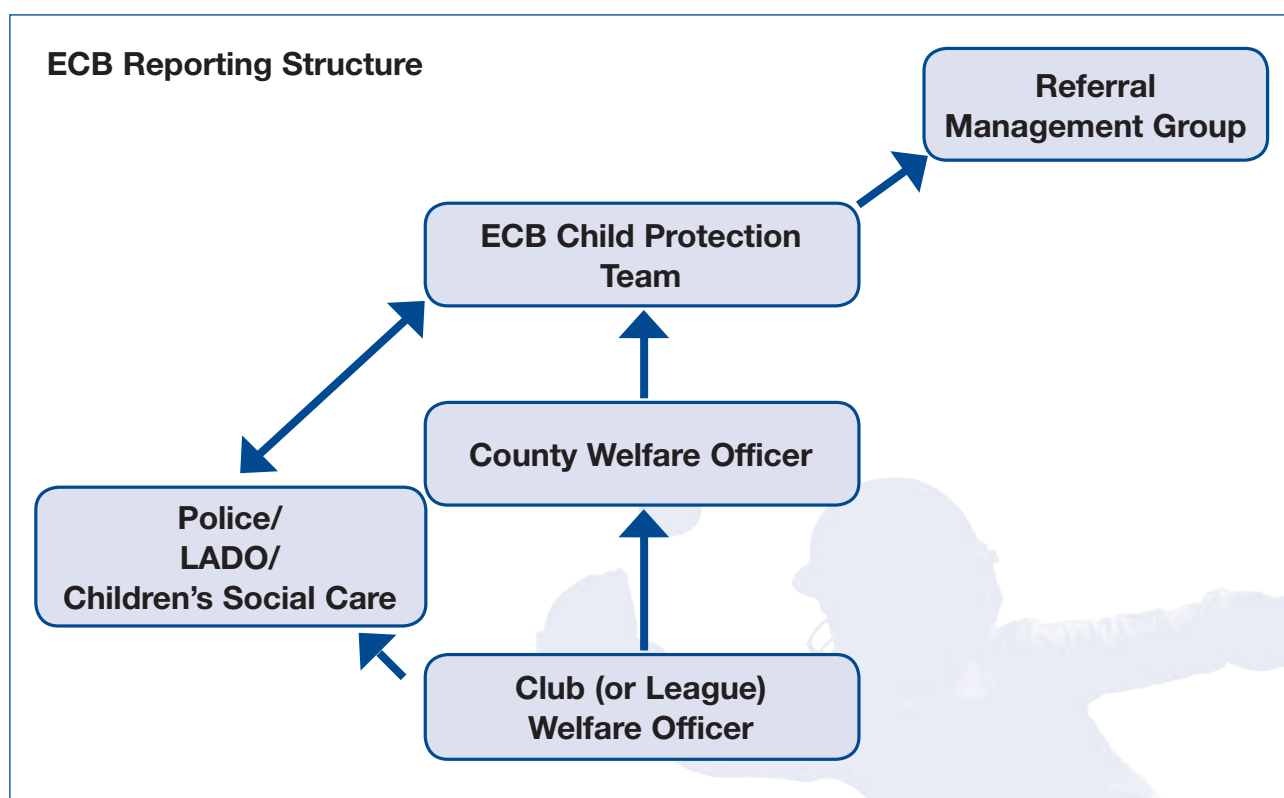
b) If the referral relates to an incident outside cricket:

Any person who has concerns relating to incidents of child abuse or poor parenting skills regarding a parent/carer outside cricket, should advise the Club Welfare Officer. The Club Welfare Officer must then inform the County Welfare Officer, and the County Welfare Officer will then inform the ECB Child Protection Team.

The ECB Child Protection Team or the County Welfare Officer will inform the appropriate statutory service i.e. police, children's social care or LADO.

A record will be kept of the referral and the Child Protection Team will consider the incident/allegation and its impact or potential impact on cricket and if it is necessary for the RMG to take action to safeguard children, for example through suspension.

No further action will be taken under ECB procedures unless requested to do so by the statutory agencies or until the statutory agencies have completed their enquiries.

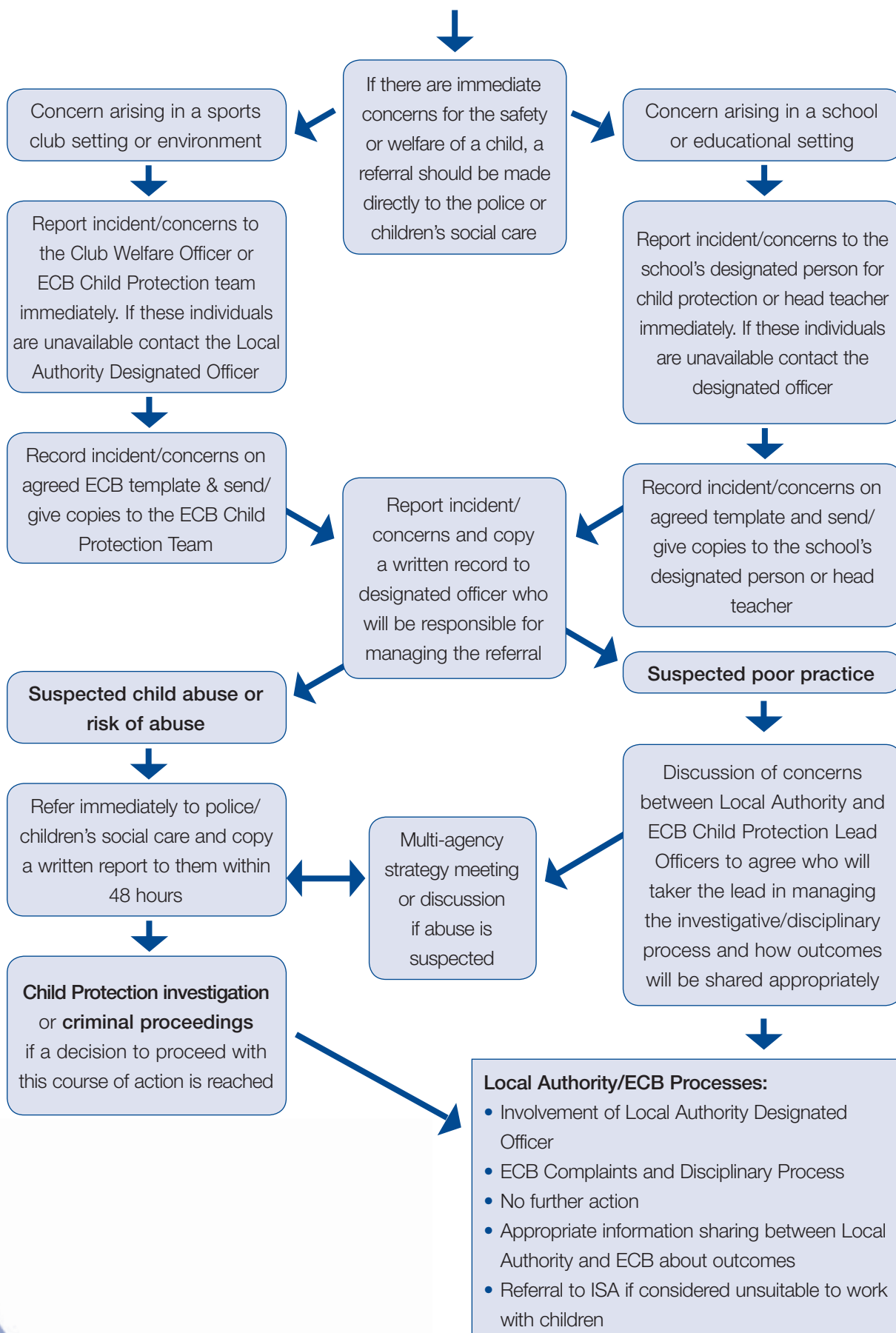


Incidents occurring in connection with a club school link

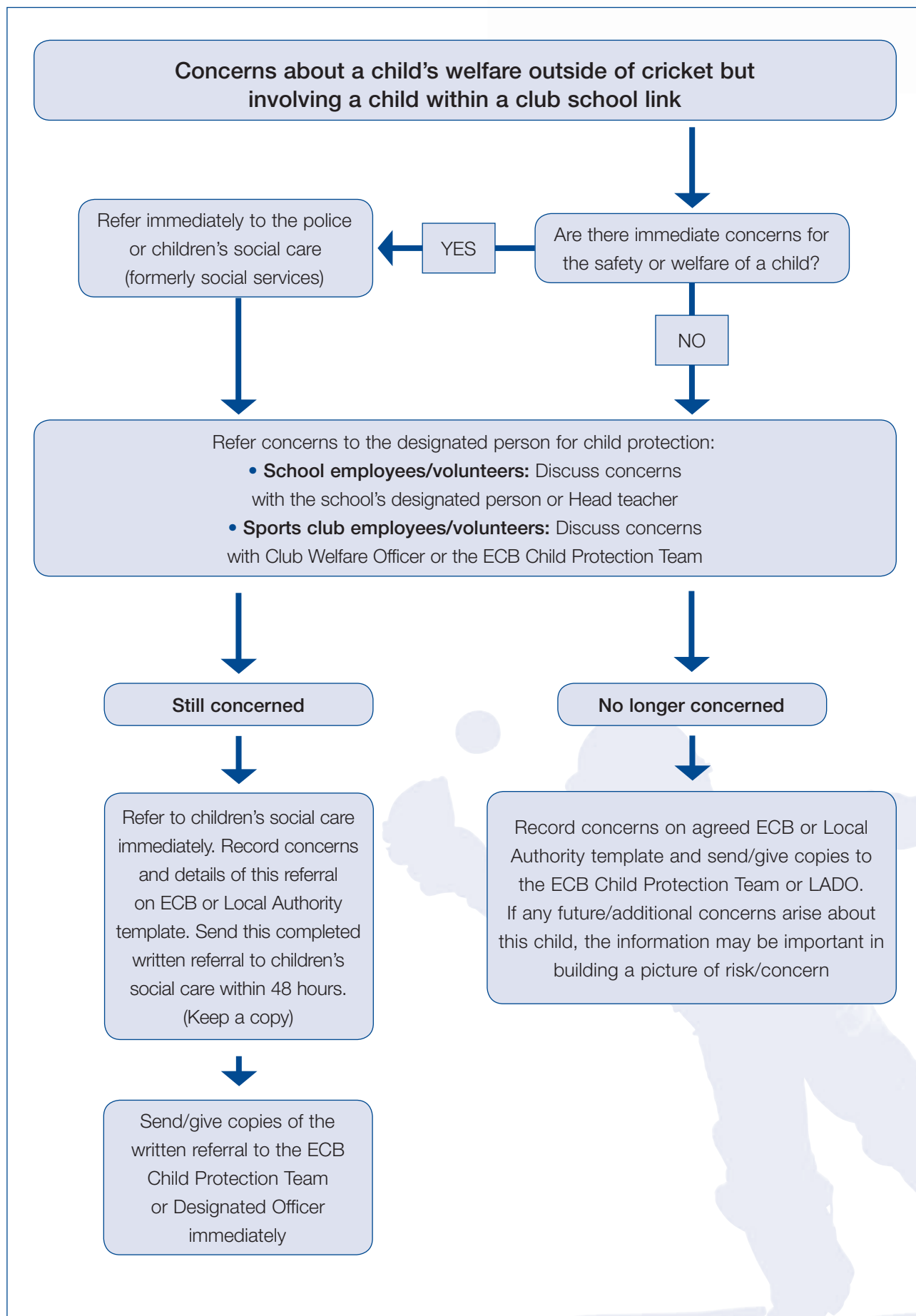
If a club is part of a club school link then a specific reporting structure must be followed for any concerns which arise for activities taking place under that programme.

Details of this reporting structure can be found in the diagrams below, and in such situations, these will over-ride the normal ECB reporting flowchart.

Concern about a child's welfare or about an adult's behaviour identified within a club school link



Flowchart for concerns about a child's welfare outside of cricket but involving a child within a club school link



ECB Incident Reporting Form (page 1 of 2)

Private and Confidential

Section 1 Details of the child and their parent/carer:		
Name of child:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of birth:
Parent's/carer's name(s):		
Home address (including postcode):		
Section 2 Your details:		
Your name:	Your position:	Date and time of incident:
Section 3 Your report:		
I am:		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position within the club:	
Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries/whether you are recording fact, opinion or hearsay):		
The child's account, if it can be given, of what has happened and how:		
Please provide details of the person alleged to have caused the incident/injury including, where possible, their name, address and date of birth (or approximate age):		
Please provide details of any witnesses to the incident(s):		

ECB Incident Reporting Form - (page 2 of 2)

Have you spoken to the parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:	
Have you spoken to the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide details of what was said:	
Have you spoken to the person the allegations are being made against? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please do not approach them	If yes please provide details of what was said:	
Please provide details of further action taken to date:		
Have you informed the statutory authorities? Children's Social Care: Police: LADO: <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No	Please provide the name of the person and his/her contact number:	
<p>Data protection</p> <p>The Club, the relevant County Board(s) and the England and Wales Cricket Board Limited (ECB) will each use the information in this form (together with other information they obtain as a result of any investigation) (together "Information") to investigate the alleged incident, to follow the "Safe Hands – Cricket's Policy for Safeguarding Children" and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County Boards, individuals that are the subject of an investigation and/or governmental authorities such as the police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.</p> <p><i>As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</i></p>		
Your signature:	Date:	Time:

What to do next

The contents of this report should be passed to the Club Welfare Officer/County Welfare Officer.

If advised to do so by the County Welfare Officer, a photocopy of this form should be forwarded to them, or to the ECB Child Protection Team, Lord's Cricket Ground, London. NW8 8QZ.

Please mark the envelope Private and Confidential

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.

Useful Safeguarding Contacts

Cricket Contacts for Safeguarding (please complete local details)		
Club Welfare Officer		
County Board Welfare Officer		
ECB Child Protection Team	ECB Lord's Cricket Ground London NW8 8QZ	T 020 7432 1200
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 .		



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 Ttxtph 0800 056 0566
NSPCC Asian Child Protection Helpline		T 0800 096 7719
NSPCC Cymru/Wales Child Protection Helpline		T 0808 100 2524 Mon - Fri 10am - 6pm
Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester L4 1EZ www.thecpsu.org.uk	T 0116 2347278
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

ECB Whistle Blowing Policy

The ECB is committed to developing 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 senior management and/or relevant 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 whistle blowing?

- Starting a chain of events which spirals
- Disrupting 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 information on the nature and progress of any 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

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 Child Protection 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

Also do not 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”

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 Child Protection Team by email on safeguarding@ecb.co.uk or 020 7432 1200.

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

ECB Guidance on Appointing and Training a Club Welfare Officer

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

This is essential firstly, to provide a “first point of contact” for everyone within the club and the ECB for child safeguarding matters, and secondly, to ensure the club is adopting, and implementing, the various safeguarding activities necessary for it to demonstrate its duty of care for children.

When appointing a new Club Welfare Officer, clubs must remember to refer to the ECB point of 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 would be regarded as Regulated Activity, for the purposes of the Safeguarding Vulnerable Groups Act 2006, and as such, the club needs to be aware of the legal obligations placed on the club as a consequence. For further details on the responsibilities for the club, please see the guidance document, ‘Responding to, Recording and Reporting Concerns...’.

Recommended process

- The Club Chairman must personally ensure the Club Welfare Officer has been through the ECB’s vetting process
- Written references on the prospective Club Welfare Officer (which are required in accordance with the ECB appointment and recruitment guidelines) 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
- The name and contact details for the appointed Club Welfare Officer must be communicated to your County Welfare Officer, and County Cricket Board Office
- Once the Club Welfare Officer has been appointed, they must attend training in accordance with the details shown later in this guidance under the heading of “Training”. Once trained, where possible, the club should display the Club Welfare Officer’s training certificates on the club notice board
- The Club Welfare Officer’s name and contact details must be made known to club members, and other persons associated with the club, and these should also be displayed on the club notice board

Who should be a Club Welfare Officer?

The Club Welfare Officer should be selected as the most appropriate person for the role not because they are the only applicant.

NB The majority of clubs have as members (or members, partners/parents or associates), people who, in their professional lives, have experience of child safeguarding policies and procedures.

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 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 core tasks
- Be prepared to undergo the training required

The above is the ideal scenario for appointing a Club Welfare Officer and the ECB understands the problems clubs may face in securing volunteers to perform such a role. However 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 child centred environment and develop a proactive safeguarding culture within the club

- To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at a 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 that club on safeguarding issues and procedures
- To attend Club Management Committee meetings as a member of that Committee by right of the role (and not through combining roles of established positions). 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 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

- Have experience of child safeguarding either at work or other volunteering, for example as a teacher, social worker, police officer, charity organiser
- Have empathy with children
- Have excellent communication skills, including the ability to advocate the benefits of safeguarding
- Be able to collate and administrate paperwork and information received in a confidential and secure manner

Training the Club Welfare Officer

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 every three years. This is a basic awareness course and is required before attending the detailed 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

- The ECB Club Welfare Officer workshop every three years. Before attending this workshop, any trainee Club Welfare Officer must have been vetted and attended a basic awareness safeguarding course such as SPC

Undertaking appropriate training will enable 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
- Identify legislation and government guidance relevant to the Club Welfare Officer role, including the Club Welfare Officer’s need to have a working knowledge of children’s social care, the police, LADO and so on
- Apply the “Safe Hands” safeguarding policy when managing concerns
- Create an ongoing action plan to support the implementation of “Safe Hands” in your club



ECB Guidelines on Appointing Appropriate Staff and Volunteers to Work With Children

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

Staff and volunteers actively working with children in sport may be defined as working in “Regulated Activity” depending on the type of work that they do and the time spent in contact with children. For further information on Regulated Activity see the document, ‘ECB List of Posts Which Require Vetting Checks’ located elsewhere in this Kit Bag.

Clubs who appoint individuals, whether paid or unpaid, into Regulated Activity will be subject to legal obligations. For more details refer to the document; ‘Responding to, Recording and Reporting concerns...’.

The Club Welfare Officer

Every club must identify, and appoint, a Club Welfare Officer responsible for advising the club on current best practice as well as implementing the various elements of “Safe Hands”.

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

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

The Club Welfare Officer must advise clubs on which roles within the club require the post holder to undertake the ECB vetting process as part of the recruitment and appointment process. The Kit Bag contains details of posts likely to require vetting, which are based on legislation and must be followed by clubs.

Ideally the Club Welfare Officer should have a significant role within the process for recruiting volunteers and staff to a club.

Guidelines on recruitment and selection of volunteers working with children

These best practice guidelines were originally developed by the Football Association and have been amended by the ECB to provide clubs, and leagues, with advice, and guidance, on the recruitment and selection of volunteers working with children.

Any change to these guidelines will be posted on the ECB’s website and through updates to “Safe Hands”.

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

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

Most of those working with children in cricket only have the best possible intentions. However, the ECB recognises it has a responsibility to safeguard children participating in cricket, by providing a safe and enjoyable environment. The ECB understands that sound recruitment and selection procedures will help screen out those who are not suitable.

When clubs, or leagues, recruit new volunteers, or paid staff, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes

used by a club, or league, must be consistent and fair at all times. This guidance outlines methods club, or league officials, can use to assist recruitment choices.

While this guidance has a special emphasis on recruiting volunteers to work with children, it could just as easily be applied to the recruitment of all volunteers and paid staff.

Planning

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

A recruitment process must be developed in such a way that ensures every applicant is treated in a fair and consistent manner.

Application forms

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

More than one club, or league official, should look at the application forms to ensure a fair and equitable scrutiny is completed. It is very important clubs, or leagues, ask for identification documents to confirm the identity of the applicant, such as a passport or driving licence.

Meeting/interview

It is highly recommended club, or league, officials meet with all applicants prior to any recruitment decisions being made and that more than one official is present. The meeting/interview will enable the club, or league, to explore information provided

in the application form in further detail. Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

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

- Tell us about your previous experiences of working with children
- Give the applicant a child-related scenario, such as: 'It is a winter evening, the training session has finished and a parent has not arrived to pick up their child'. Then ask the applicant what they would do in that situation
- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused work with children?

References

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

Vetting Procedures including Criminal Record Bureau (CRB) Enhanced Disclosures

The vetting process is very important in determining if someone is suitable to work with children. It is appropriate to use an Enhanced CRB Disclosure when a person is appointed to a post within a club, or league, and that post brings the person into regular and direct contact with children which fits with the definition of Regulated Activity as defined in the the 'Safe Hands' document, 'ECB List of Posts Which Require Vetting Checks'.

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

A vetting check tells the ECB about a person's recorded offences and whether or not they are on one of the barred lists. It can indicate that a person is not suitable to work with children if, for example, they have a history of sexual offending. It may also tell the ECB that further investigations are required, for example, if the person has a history of drug dealing or racist offending.

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

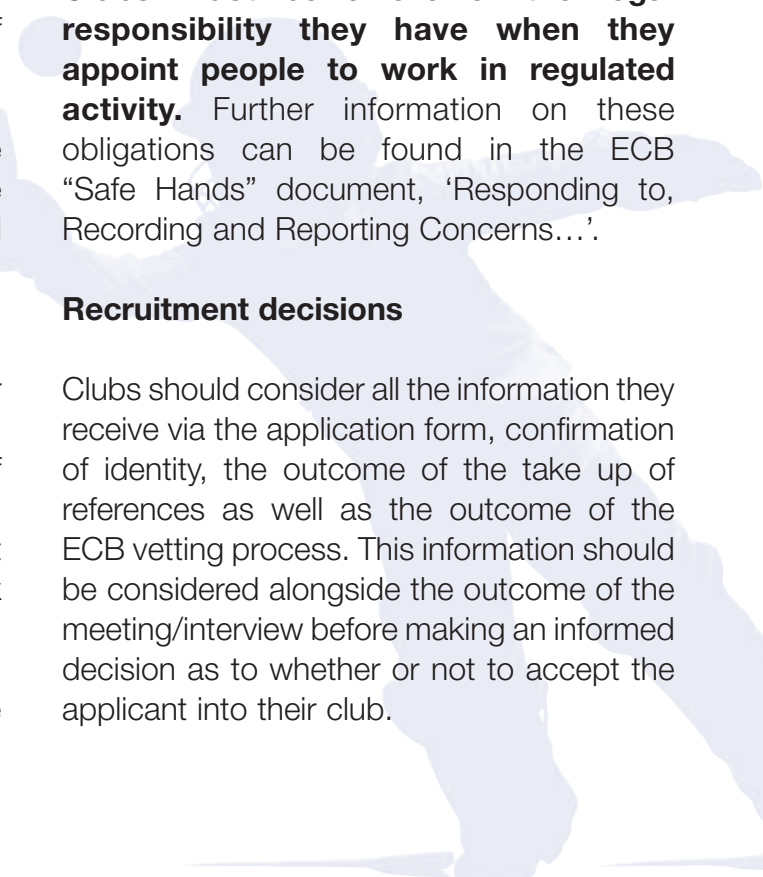
The ECB is not allowed to tell the club or County Board about the actual offending history so applicants are assured of confidentiality. The ECB will, however, tell the club and County Board whether or not the person is considered suitable to work with children.

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

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

If an applicant claims to have an ECB CRB Enhanced Disclosure, the club should seek confirmation of this from the County Cricket Board Development Manager, the County Welfare Officer or the ECB Child Protection Team.

Further information on the ECB vetting process can be found by visiting the ECB website.

Clubs must be aware of the legal responsibility they have when they appoint people to work in regulated activity. Further information on these obligations can be found in the ECB "Safe Hands" document, 'Responding to, Recording and Reporting Concerns...'.


Recruitment decisions

Clubs should consider all the information they receive via the application form, confirmation of identity, the outcome of the take up of references as well as the outcome of the ECB vetting process. This information should be considered alongside the outcome of the meeting/interview before making an informed decision as to whether or not to accept the applicant into their club.

Post recruitment

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

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

Umpires and scorers

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

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

Non-UK vetting

Clubs must recognise checks need to be undertaken on post holders regardless of nationality. Different countries operate varying methods for providing background checks and not all countries are able to provide this service. The CRB website provides current advice on which countries are able to provide a check and the applicable procedure. The ECB Child Protection Team is also able to provide some guidance on other countries. Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years. This Kit Bag has an ECB non-UK vetting form which must accompany any non-UK vetting check submitted to the ECB. Non-UK vetting checks must normally be organised before the individual arrives in the UK whenever possible.

Background checks are undertaken on any individual who works, either in a paid or volunteer capacity, with children.

It is important to note non-UK vetting checks are only done for the role being undertaken by the individual. All visitors to the UK coming through the Tier 5 cricket route of immigration must be vetted as part of the process.

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

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

ECB List of Posts Which Require Vetting Checks (CRB Checks)

For residents of England and Wales, vetting checks are more commonly known as Criminal Record Bureau (CRB) checks and are processed by TMG CRB on behalf of the ECB.

The list below has been developed as guidance for clubs, based on the legal right to undertake a vetting check as a result of the postholder's role with children. For certain posts Club Welfare Officers will need to assess the role of individuals within the club before making a decision on whether or not a vetting check is required.

Any such applications which are not from the mandatory list below, but based upon the guidance at the end of this document, must be accompanied by a covering letter explaining the club's decision and the nature of the work with children.

Roles which require a vetting check within cricket

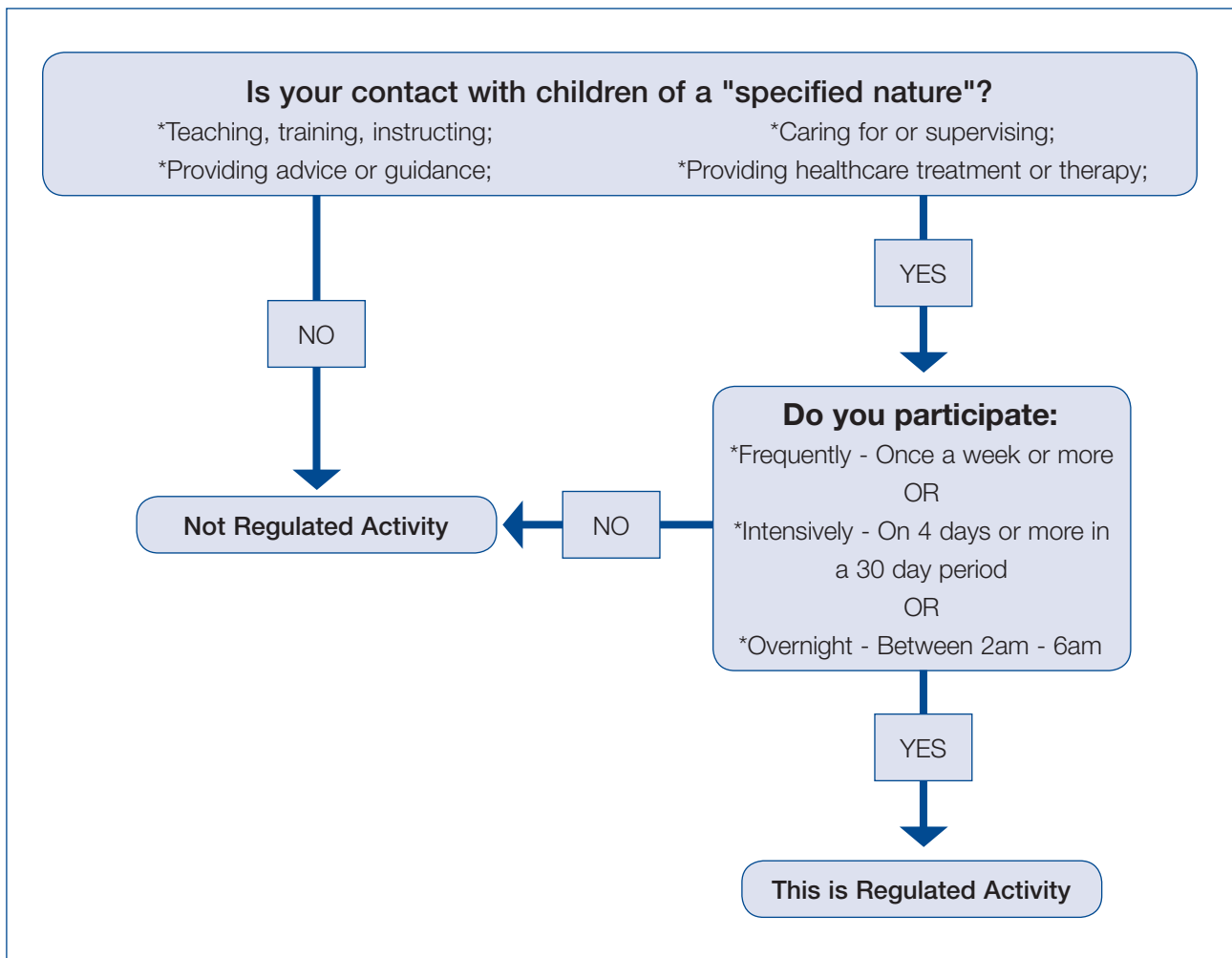
- Welfare Officer (all club/league/county posts)
- Coach (whether volunteer or paid, assisting or leading)
- Umpire
- Scorer
- Colts/Junior Managers
- Age Group Managers
- Open Age Group Team Captains (where players under 18 are regularly in the side)
- Junior Supervisors
- First Aiders/Physiotherapists/Medical Support

For all other roles at a cricket club, the guidance below must be followed to see if a vetting check is required.

The following information is provided as guidance for clubs to help with the decision making process involved in assessing roles and responsibilities.

As already mentioned, the requirement to undertake vetting checks on an individual depends on the work they are doing with children, whether it is paid or unpaid. The relevant type of work is defined by looking at the type of contact with children and the time spent with children and is known, in law, as 'Regulated Activity.'

All other roles at a club not listed above need to be reviewed using the flow chart overleaf, to see if there is relevant work with children. If a person is identified who is working with children in Regulated Activity then the individual must be vetted. This is done by submitting an application along with a covering letter explaining the club's decision, the nature of the work with children and how the club has determined this role to be a Regulated Activity.



For 'Regulated Activity' roles, the club needs to be aware of the legal obligations placed on the club as a consequence. Since October 2009, it has been a criminal offence for a barred person to work, or volunteer, in Regulated Activity, or to seek or offer to do so. In addition, it is also a criminal offence to knowingly allow a barred person to work, or volunteer, in Regulated Activity. The maximum penalty for either of these

offences is up to five years in prison, or a fine, or both, to be decided by the court.

There are additional responsibilities for the club if the club decides to stop using someone who is undertaking Regulated Activity. Please refer to the document, 'Responding to, Recording and Reporting concerns...' for further details on these responsibilities.

ECB Non-UK Resident Vetting Form

Reason for Applying: Please tick one box

- Attending coaching course
- Employed non-UK player/coach
(Tier 2/5 UKBA Points Based System)
- Non-UK coach
(Non Tier 2/5)

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 (please circle): Player/Player-coach	
Country of birth:	Nationality:	
Date of birth:		
Passport number:	Date of issue:	
Passport issued by:		
Email address:		
Intended arrival date in UK:	Intended departure date from UK :	
Arrival date in UK:	Departure date from UK:	
Club name:		
Club address:		
County postcode:		
Name of club contact:		
Telephone number of club contact:		

Non-UK address:	
Have you been a resident at the above address for the last five years? (please circle) Yes/No If no, you will need to provide us with all previous addresses (UK or other), and dates during the past five years on the 'previous address form'. Please attach to this application	
Evidence to be submitted	
<ul style="list-style-type: none"> • Certificate of Good Conduct from Police Authority or High Commission • Copy of passport photo page • Copy of passport extension page (if applicable) 	
Applicant's name:	<p>By signing this form I confirm that the information provided, and each document supplied, are accurate and complete and that I understand and agree to my information being used in accordance with the Data Protection Statement below.</p> <p>Signed:</p>

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

1. Complete the ECB Non-UK 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 three 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 UK Borders Agency
- Administer any appeal you may make against any decision
- Notify decisions to your sponsoring club

The ECB will provide the information to the Criminal Records Bureau as part of the required vetting process.

In exceptional circumstances which suggest a serious child protection risk, the ECB may share all 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 Sample Reference Form

_____ 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"/>
Role 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 junior cricket? If yes, please briefly describe what you do.

Your name:

Your address:

Signed:

Date:

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 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.

The ECB developed an introductory course for young leaders and coaching assistants called “Cricket Young Leaders Award”. Holders of this certificate must not be used in the calculations for supervision ratios, as they are not over 18.

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.

The tips below are provided from the ECB's Sports Science Home Study pack for the ECB UKCC Level 2 Coaching Cricket Qualification:

Coaches, managers and umpires 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

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 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 and leagues, 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). A face protector represents an alternative head protection system for young wicket keepers. Face protectors are, at the time of publication of this guidance, a relatively new innovation. Wicketkeeper face protectors are covered by a new 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).

The original guidance allowed parents, or guardians, to give their written consent to allow a young player not to wear a helmet. However now such parental consent should not be accepted 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.

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 the most common cause of back injuries in this country. 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 ECB keeps these guidelines under review and, following feedback from clubs and leagues, has revised these guidelines for the 2011 season. The ECB will continue to monitor the impact of these guidelines and you are invited to feedback your thoughts and comments in writing to the ECB Non-First Class Cricket Department.

The guidance is as follows:

- Making the step up from junior to open age group cricket is a significant event in any player's cricket experience. Ensure the player's safety, personal development needs and overall cricket experience are considered
- There is no definitive age at which a player should be introduced to open age group cricket, but each case is to be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part at this level. That said clubs, squad coaches and managers must take into account the requirements on age detailed in the last bullet of this guidance
- ECB Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in open age group cricket
- 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
- 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
- Try and involve them 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
- 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
- Players who are selected in a County U12 squad in spring for a summer squad or in another squad deemed by ECB Performance Managers to be of a standard above 'district level' for that season are eligible to play open age cricket. This is 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. In allowing these players to play in open age cricket it is essential clubs and coaches recognise the 'duty of care' obligations they have towards these young players

This means boys and girls who are county squad and area squad players, are able to play open age group cricket if they are in an U12 age group and are a minimum of 11 years old on 1st September of the year preceding the season. District and club players who are not in a county or area squads must wait until they reach the U13 age group, be in Year 8 and be 12 years old on 1st September of the preceding year before being able to play in any open age group cricket. As before written parental consent is required for these players.

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. Children who are just used as fielders will not fully experience the game.

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 boy's 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 girl's competitions

Any questions relating to these guidelines should be referred to the ECB Cricket Department at Lord's – 020 7432 1200 or cricket@ecb.co.uk.



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. The ECB Coaching Philosophy states 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. This philosophy ties into the ECB's own core values, in particular, the "Enjoyment" value which the ECB has identified as central to the ethos of the "Safe Hands" Programme.

Coaches who work with children would be undertaking Regulated Activity for the purposes of the Safeguarding Vulnerable Groups Act 2006 and, as such, the club needs to be aware of the legal obligations placed on the club as a consequence. For further details on the responsibilities for the club, please see the guidance document, 'Responding to, Recording and Reporting concerns...'.¹

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.

Promoting good practice

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 also need to understand your duty of care towards young cricketers, the 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:

- Ensuring cricket is fun, enjoyable and fair play is promoted
- 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
- 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 the decision-making process
- 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
- 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

Any of these can 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. 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 who may be on the Child Protection Register or 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 lead 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.

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

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

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 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 leads you to believe they are in danger, you will have to pass the information on to someone who can protect 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
- 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
- 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
- Be very careful not to promise that you will keep the information to yourself



ECB Guidance for Staff and Volunteers Working with Children

Staff and volunteers who work with children would fall under Regulated Activity for the purposes of the Safeguarding Vulnerable Groups Act 2006. As such, the club needs to be aware of the legal obligations placed on the club as a consequence. For further details on the responsibilities for the club, please see the guidance document, 'Responding to, Recording and Reporting concerns...'.


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- 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
- 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
- Report the incident to the Club Welfare Officer
- 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
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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

Be very careful not to promise that you will keep the information to yourself.

ECB Guidelines on Safeguarding Disabled Children in Cricket

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.

To support this commitment we launched the One Game initiative. This is an ambitious project focused on widening the appeal of the sport and ensuring cricket welcomes as many people as possible into the game regardless of background and ensures opportunities within the game are open and accessible to all.

We recognise disabled children 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, disabled children.

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 have the will, and desire, to ensure they can become fully integrated members of the cricket family. To support this, we have produced ECB Guidance on Safeguarding Disabled Children in Cricket, aimed at providing guidance to all people in cricket so they can ensure a safe and inclusive environment for disabled children to help them enjoy and play a full part in the game of cricket.

If your club has disabled children as part of your membership or your club is looking to work with local schools who have disabled children as pupils, then staff and volunteers must have read this guidance.

It includes information and good practice guidance on the following:

- Definition of disability; medical and social models
- Managing medical information
- Assessment of need
- Recognising the rights of young people
- Staff training
- Inclusive language
- Cricket facilities and disabled children
- Impairment specific information
- Where to go for help

The ECB Guidance on Safeguarding Disabled Children in Cricket is available to download from our website www.ecb.co.uk/safehands or ecb.co.uk/disabilitycricket.

ECB Guidance on Codes of Conduct

The ECB provides codes of conduct for all cricket participants – the Code of Conduct for Members and Guests; and the Code of Conduct for Coaches. 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 provides clubs, 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/officially 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)
- 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

ECB Guidelines for a Code of Conduct for Children

The ECB actively 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. 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 responsible for supervising the groups might impose. 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.

Club Welfare Officers are encouraged to work with coaches, junior team managers, and children (preferably from a wide cross section of age and experience), to design something everyone signs up to.

Possible topics to discuss with children are:

- Why do they come to the club and what do they want to get from attending – 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 – for example, 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 and place them on all relevant notice boards in dressing rooms and club areas.

ECB Guidelines on the Use of Player Profile Forms

Player profiles forms enable those responsible for children to have the information they need to deal effectively with any emergency situation that arises.

Although information obtained on these forms must be treated as confidential (and only given to those who need it to fulfil a duty of care for the child), it is also critically important this information is readily to hand at sessions and matches.

Clubs should devise their own workable system that achieves both objectives. A player profile form template is included in this section of the Kit Bag for clubs to use should they wish.

It is for each club to determine the information they wish to collect on a player profile form and how detailed that process is.

Some clubs may choose to have a short form containing basic administrative and emergency contact details. They may then have separate forms to obtain parental consent on matters such as photography, transport, changing and so on. Other clubs might prefer to merge all club administration and child safeguarding matters onto one annual player profile/parental consent/membership type form.

Doing either is fine.

Bearing this in mind, the player profile template shown in this manual is just that – a template.

It includes the various elements clubs are encouraged to consider when designing their own player profile form.

It is recommended club committees consider how the information collected is kept safe and to whom it will be issued to. Player profile forms should be destroyed at the end of every season either as players leave, or once the new season starts and updated information is received.

Player Profile Form Template (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. It should also be signed by the player themselves
- Once completed, the form should be returned to _____

Data protection. The club will use the information provided on this form, as well as, other information it obtains about the player (together **“Information”**) to administer his/her cricketing activity at the club, and in any activities in which he/she participates through the club, and to care for, and supervise, activities in which he/she is involved. In some cases this may require the club to disclose the information to County Boards, leagues and to the ECB. In the event of a medical or child safeguarding issue arising, the club may disclose certain information to doctors or other medical specialists and/or to police, children’s social care, the courts and/or probation officers and, potentially, to legal and other advisers involved in an investigation.

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.

Section 1 Personal details for young player and their parent/legal guardian:		
Name of child (under 18)	Child’s date of birth	Names of parent or legal guardian
Home address	Postcode	Email address for parent/guardian
Home telephone number	Work telephone number for parent/guardian	Mobile telephone number for parent/guardian
Section 2 Emergency contact details		
In the event of an incident, or emergency situation, where a parent or legal guardian named above cannot be contacted, please provide details of an alternative adult who can be contacted by the club. Please make this person aware that his/her details have been provided as a contact for the club:		
Name of an <u>alternative</u> 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)

Section 3 Disability:

The Disability Discrimination Act 1995 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 consider this child to have an impairment? Yes No

If yes, what is the nature of their disability?

- Visual impairment Learning disability Other (please specify):
 Hearing impairment Multiple disability
 Physical disability

Section 4 Sporting information:

Has this 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
 Other (please specify): session(s)

Section 5 Medical information:

Please detail below, any important medical information that our coaches/junior co-ordinator need to know. Such as: allergies; medical conditions (for example - epilepsy, asthma, and so on); current medication; special dietary requirements and/or any injuries.

Name of doctor/surgery name

Doctor's telephone number

Consent statement from parent/legal guardian

Please tick each box where you agree (or delete if you do not agree)

Legal authority to provide consent:

I confirm I have legal responsibility for _____ (name of child)
and am entitled to give this consent

I confirm to the best of my knowledge, all information provided on this form is accurate,
and I will undertake to advise the club of any changes to this information

Medical consent:

I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult which I have named in section two of this form

I confirm to the best of my knowledge, my child/the child in my care does not suffer from any medical condition other than those detailed by me in section five of this form

Consent to participate:

I agree to the child named above taking part in the activities of the club. (This consent only relates to JUNIOR cricket. Please see the open age cricket policy for more information on juniors playing in open age group cricket)

I confirm I have read, or been made aware of, the club's policies concerning:

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> changing / showering | <input type="checkbox"/> missing children |
| <input type="checkbox"/> transport | <input type="checkbox"/> children playing in adult matches |
| <input type="checkbox"/> photography / video | <input type="checkbox"/> anti bullying and the code of conduct |
| <input type="checkbox"/> managing children away from the club | <input type="checkbox"/> e-Safety guidelines |

I understand and agree to the responsibilities which I and my child have in connection with these policies

I consent to the club photographing or videoing my involvement in cricket under the terms and conditions in the club photography/video policy. [NOTE: LEAVE THIS BOX UNTICKED IF YOU DO NOT AGREE]

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

Signed (parent/legal guardian):

Date of signing:

Printed name of parent/legal guardian who has completed this form:

Consent from child in connection with club photography/video policy

(For players aged 12 – 18) Please indicate if you DO or DO NOT agree with the statement below:

I consent to the club photographing or videoing my involvement in cricket under the terms and conditions in the club photography/video policy. [NOTE: LEAVE THIS BOX UNTICKED IF YOU DO NOT AGREE]

Signed (child if 12 years or older):

Date of signing:

Kidscape sample Anti-Bullying Policy for cricket

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 staff and officials.

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 some of which we've listed below:

- **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:** All areas of the internet, such as email and internet chatrooms. Mobile threats by text message and/or calls. 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 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 officials, coaching and non-coaching staff, children and parents 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

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)
- 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 could be a possibility and should be investigated.

Procedures

- Report bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the ECB Child Protection Team for advice via the County Welfare Officer
- Parents should be informed and will be asked to come to a meeting to discuss the problem
- If necessary, and appropriate, police will be consulted
- 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 and will advise on action to be taken.

Prevention

We will use KIDSCAPE methods to help children prevent bullying. As and when appropriate, these may include:

- Writing a set of club rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

ECB Guidelines on Changing Rooms and Showering Facilities

All ECB affiliated cricket clubs must have a Changing Policy. This will depend upon facilities available, access to those facilities and the number of children involved. The following provides a framework of best practice and guidance for a Changing Policy to be developed within the club. These guidelines apply to adults, and children, sharing changing facilities. Clubs should identify, and develop, the framework that best suits their changing arrangements, taking into account the number of children involved.

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
- Adults should try to change at separate times to children during matches, for example when children are padding up

- If adults and children need to share a changing facility, the club must have consent from parents that their child(ren) can share a changing room with adults in the club
- If children play for adult teams, they, and their parents, must be informed of the club's policy on changing arrangements
- Mixed gender teams must have access to separate male and female changing rooms
- 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. Instead suggest they change and shower at home.



ECB Photography and Video Camera Guidelines

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

Parents 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.

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. 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. It is also possible that if a picture and name was placed in the local paper the information could be used as a 'grooming' tool. Any concerns during an event should be reported to a club official or event organiser.

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.

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 on the player profile form, 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 concern
- It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete
- 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 (training or competition), 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:

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):

- Ask for parental permission to use their 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

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. (Please see the player profile form in the Kit Bag).

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.

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 (see the Kit Bag player profile form).

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 Guidelines 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. For a club to be able to demonstrate its duty of care to the children in its team/s a robust generic protocol needs to be able to fit all occasions.

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

The first part covers guidance on managing children away from the club including all trips involving an overnight stay.

The second part covers additional guidance particular to trips that include an overnight stay.

These guidelines also apply to open age group teams where one or more players are under the age of 18.

In addition to the details in this section 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 cricket activities involving children
- Have an agreed transport policy in place at the club
- Ensure the team has agreed to act within the appropriate ECB and/or Club Code of Conducts

These sections of the Kit Bag apply whenever children are taken away from their base location/home club.

Guidance for managing children away from the club including trips involving an overnight stay

A Team Manager should be appointed with clear roles and responsibilities including:

- **Establish and communicate the following information to parent(s):**
 - Why the trip is planned and what is its reason or purpose
 - When the trip will take place – date, time of departure and estimated time of 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, including the name and contact details of the Team Manager responsible for the trip
 - Kit and equipment requirements
 - Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs

- Name and contact number of the person acting as the 'Club Home Contact'
- Arrangements for food and drink

- **Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part**

Determine appropriate staffing and staff training arrangements

- Wherever possible, a club should appoint a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Tour Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones
- All members of staff need to have a clear knowledge of their role and responsibility for the team
- All staff must go through an induction programme ensuring they understand the ECB "Safe Hands Policy"

- **Ensure there is a 'Club Home Contact' – a member of the club who is not travelling away, who will act as a contact point in an emergency. Ensure the Club Home Contact is 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

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

Additional guidance for trips including an overnight stay

Listed below is additional information the appointed Team Manager needs to act upon.

Detailed trip planning takes place including the need to:

- Identify suitable venues and facilities for both the cricket and accommodation
 - If possible, ensure a visit to the tour facilities and venues is made 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
 - Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip
 - Children must not be placed in situations which expose them to an unacceptable level of risk
- Analyse insurance cover required
 - 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

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

Staff at the chosen accommodation must be contacted in advance to:

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities
- Confirm that:
 - Players will not share a bed
 - Male and female players will not share a room
 - Staff do not share a room with players
 - Players of vastly differing ages do not share a room

- 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
- Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary
- 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

A meeting is arranged with the parents and players to provide details of the trip. The following additional information must be communicated to parents in writing:

- An itinerary giving as much detail as possible
- The duration of the trip
- Details of accommodation with address and contact number
- 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

The following written and signed information from parents/guardians/carers must be obtained

- Signed consent form accepting the code of conduct and detailing:
 - Any specific medical information such as allergies and current medication
 - Special dietary requirements
 - Consent for emergency medical treatment
 - Agreement to pay the fee
 - Confirmation that contact details have not changed

Players are prepared for touring

- The Tour Manager and coaches should meet with players prior to the trip to agree:
 - Expectation of the players
 - Clothing list
 - Codes of conduct/behaviour – this should be signed by all young players with their parents' permission
 - Their responsibility for their own property
 - Staff roles and responsibilities
 - Emergency procedures
 - Support if they become homesick, are unhappy, or need to speak to someone in confidence

The Club Home Contact must be provided with the following additional information:

- Contact numbers for the accommodation
- Telephone numbers for the nearest police to the accommodation

The following guidance and protocols are followed as needed during the tour:

Concerning the general safeguarding of players:

- The Team Manager must ensure players are safe throughout the tour
- Players must know the whereabouts of staff at all times, including which rooms staff are in and how to contact them if required

- Staff must know they have a common law duty of care to act as a prudent parent would

Concerning the medical welfare of players:

- Medical details and relevant information must be carried by a member of staff
- Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
- Staff should have access to calling the emergency services and the minimum first aid provision
- A first aid kit should be carried
- Staff must act in an emergency and take life saving action in extreme situations

If an emergency occurs, the Team Manager must:

- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the team are safe and supervised
- Ensure all members of the party are aware of the situation and follow emergency procedures
- Ensure a member of staff accompanies any casualties to hospital
- Notify the police if necessary
- Complete an ECB incident reporting form
- Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord's
- Contact the Club Home Contact, who will:
 - Contact parents and keep them informed
 - Liaise with club staff, and if necessary, the ECB
 - Liaise with the media contact if applicable
- Report the incident to insurers

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, for whom your club has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- 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
- 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
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- Request all those searching to report back to a nominated adult at a specific point
- 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
- 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
- If the police recommend further action before they get involved, follow their guidance
- If the police act upon the concern, always be guided by them in any further actions to take.
- 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
- 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 then notify the ECB Child Protection Team

ECB Guidelines on Working With External Partners

Some cricket clubs may work with local schools, community colleges, local authority sports development teams or other organisations to provide 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 vitally 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.

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.

More guidance on this subject, including some very important factors for clubs to consider, are contained in this section of the Kit Bag.

For ECB organised programmes

For programmes like “The Community Club Coaches Programme” and “A Chance to Shine”, there are already, published protocols and specific guidance on working with children within each programme’s guidance notes.

Additionally, school sport has its own reporting structure for concerns. This structure supersedes the ECB standard reporting structure for incidents connected to school sport. As stated above, the Club Welfare Officer must ensure the Club Committee has considered all its obligations and duties before undertaking the partnership or entering the programme.

For other programmes (i.e. those organised direct by clubs which are not part of an ECB programme)

Many clubs and coaches have informal arrangements with local schools whereby they go into schools on an ad-hoc basis, for the benefit of the school and the club.

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 alone with children
- Supervision of children
- Changing
- Transport to any games or facilities
- Photographs/press coverage

The ECB Coach Education department has produced further guidance on working in schools.

ECB E–Safety Guidelines on Communication and Interactive Technologies

The internet, mobile phones, gaming, social networking and other interactive services have transformed the way in which we live. The new technologies offer tremendous opportunities to reach, communicate and engage with those involved in sport including members, supporters and players however as with any environment there are also risks.

The ECB is keen to promote the safe, and responsible, use of communication and interactive communication technologies within cricket. A blocking and banning approach, which merely limits exposure to risk, has been considered as no longer sustainable in many schools. Instead the focus is on empowering children with the skills and knowledge they need to use interactive communication technologies safely and manage the risk, wherever and whenever they go online. These ECB guidelines follow this empowerment approach to ensure the message of safe and responsible use of communication and interactive technologies is understood and guidelines are followed within cricket.

These guidelines provide the opportunity for all clubs to develop an e-safety acceptable use policy and review existing safeguarding policies and procedures to ensure online risks are managed and responsible use encouraged.

All clubs must read the guidelines below and create a policy from this guidance that is manageable within their own environments. An e-safety checklist to assist clubs is included.

Understanding the technology

Part of the challenge for many adults when considering safeguarding children and young people online is the gap between children's knowledge of the technology and their own general lack of understanding, knowledge and skills in relation to the online world.

Developing a basic knowledge of the technology used within your club can help staff, volunteer helpers and other members understand e-safety issues, manage risks and deal with incidents as well as supporting junior members and those parents/carers who seek advice and information.

The internet has evolved to become an increasingly dynamic and interactive medium led by social networking services. Thanks to the convergence of technical and communication platforms, services users can now interact with each other across multiple platforms and devices, such as mobile phones, personal digital assistants, games consoles and PCs. These services are very popular with children and young people.

In one sense, social networking is nothing new. These services, for the first time, simply bring together pre-existing interactive technologies on a single service. These technologies, and tools, can include all, or some, of the following: search, email, messaging, chat, blogs, gaming, discussion forums, Voice over Internet Protocol (VoIP), photos, music and videos.

Further information, including a selection of online guides for children, parents/carers and teaching professionals on the various technologies, including their benefits and risks, are available from the organisations listed below:

Childnet: provides a **Know It All guide**. (www.childnet.com)

Teach today provides a useful guide to the technologies.
(www.teachtoday.eu/en/technology-today/key-technologies.aspx)

The Child Exploitation and Online Protection Centre provides a guide to the technologies and education and awareness resources aimed at parents, children and young people and professionals - thinkuknow (www.thinkuknow.co.uk)

What are the potential risks to children and young people using new communication technologies, including interactive services?

With all emerging technologies there is the potential for misuse. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography.¹

Some of these risks can be a continuation of the risks children and young people experience offline and many children and young people also fail to realise that the internet is a public place.

It is crucial clubs, and those who have contact with children in cricket, understand e-safety issues and the potential risks to children and young people using new communication technologies, including interactive services to be able to fulfil the club's duty of care, safeguarding role and responsibilities.

The Byron Review sets out risks to children posed by the internet and illustrated by the following grid.²

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal Info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info/advice

¹ EU Kids Online: Comparing Children's Online Activities and Risks across Europe: Hasenbrink, Livingstone, Haddon, Kirwil and Ponte, 2007. Available at : www.eukidsonline.net

² The risks children and young people face from the internet and video games were subject to an independent review during 2008 and the government has set up the UK Council to take forward the recommendations of the "Safer Children in a Digital World: the Report of the Byron Review". See Byron Review <http://www.dcsf.gov.uk/byronreview/2007>

Most children and young people use internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa.

Potential risks can include, but are not limited to³:

- Bullying by peers and people they consider ‘friends’
- Posting personal information that can identify and locate a child offline
- Sexual grooming, luring, exploitation and abuse contact with strangers
- Exposure to inappropriate and/or illegal content
- Involvement in making or distributing illegal or inappropriate content
- Theft of personal information
- Exposure to information and interaction with others who encourage self harm
- Exposure to racist or hate material
- Encouragement of violent behaviour, such as ‘happy slapping’
- Glorifying activities such as drug taking or excessive drinking
- Physical harm to young people in making video content, such as enacting and imitating stunts and risk taking activities
- Leaving and running away from home as a result of contacts made online

Potential indicators of online grooming and sexual exploitation of children and young people

There is also concern that the capabilities of social networking services may increase the potential for sexual exploitation of children and young people.

Exploitation can include exposure to harmful content, including adult pornography and illegal images of child sexual abuse also referred to as indecent images. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse.

Online grooming techniques include⁴:

- Gathering personal details, such as age, name, address, mobile number, name of school and photographs
- Promising meetings with sports idols or celebrities or offers of merchandise
- Offering cheap tickets to sporting or music events
- Offering material gifts including electronic games, music or software

³ Ref: Home Office Task Force on Child Protection and the Internet: Good practice guidelines for the providers of social networking and other user interactive services 2008. See UKCCIS <http://www.dcsf.gov.uk/ukccis/>

⁴ For further information on sexual exploitation of children and young people online see the Home Office Task Force on Child Protection and the Internet: Good practice guidelines for the providers of social networking and other user interactive services 2008. See UKCCIS. <http://www.dcsf.gov.uk/ukccis/>

- Paying young people to appear naked and perform sexual acts
- Bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school
- Asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- Asking to meet children and young people offline
- Sending sexually themed images to a child, depicting adult content or the abuse of other children
- Masquerading as a minor or assuming a false identity on a social networking site to deceive a child
- Using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes. Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site

For further information including the latest news and updates on sexual exploitation online visit the Child Exploitation and Online Protection Centre, a UK law enforcement agency dedicated to tackling sexual exploitation of children, including the offline environment. (www.ceop.gov.uk)

Reviewing your safeguarding policies

Looking at online safety issues provides the opportunity to review your club's existing safeguarding policies.

E-safety is an important part of safeguarding rather than an isolated issue therefore the club's designated Welfare Officer is best placed to ensure the club is adopting, and implementing, the e-safety policy and be the "first point of contact" as set out in the ECB Guidance on Appointing and Training a Club Welfare Officer.

Ensure your existing safeguarding policies and procedures address safeguarding children online, including dealing with e-safety incidents and where to report concerns.

This should include:

- The potential risks and indicators of online grooming and sexual exploitation of children and young people. These should be reviewed on a regular basis in light of incidents dealt with by the club and cases known to law enforcement. See section on potential risks
- Procedures for the reporting of potentially illegal/abusive content or activity, including child sexual abusive images and online grooming concerns arising online should be reported as follows:
 - Illegal sexual child abuse images should be reported to the Internet Watch Foundation (<http://www.iwf.org.uk>) and to the police.
 - Reports about suspicious behaviour towards children and young people in an online environment should be made to the Child Exploitation and Online Protection Centre (www.ceop.gov.uk). Law enforcement agencies and the service provider may need to take urgent steps to locate the child and/or remove the content from the internet.

- Where potentially illegal material including sexual abuse or indecent images of children or activity is found or suspected on technology provided by, or where the club has access to, the evidence should be made secure and preserved. The police or the IWF can provide further advice on this when a report is made. In the case of reports about suspected illegal material including sexual abuse or indecent images of children held on personally owned devices by members the report should include where the suspected illegal material can be found e.g. a website address where possible. Website addresses can be found in the web browser window
- Potentially illegal material, including sexual abuse or indecent images, should not be circulated or distributed within the club. Those involved in making a report should be kept to an absolute minimum. Ideally this should be the Club Welfare Officer

Where a child or young person may be in immediate danger, always dial 999 for police assistance.

Cyber-bullying

Cyber-bullying is a form of bullying and clubs should address cyber-bullying as part of their existing anti-bullying policies.

Responding to cyber-bullying should include⁵:

Supporting the person being bullied

- Give reassurance that the person has done the right thing by telling someone. Refer to any existing pastoral support/procedures and, where it is a junior member, inform parents
- Make sure the person knows not to retaliate or return the message
- Help the person to keep relevant evidence for any investigation (e.g. by not deleting messages they've received, and by screen capture shots and noting web addresses of online cyber-bullying instances)
- Check the person understands simple ways to prevent it happening again e.g. by blocking contact

Take action to contain the incident

- If you know who the person responsible is, ask them to remove the content
- Contact the host (e.g. the social networking site) to make a report to get the content taken down

For further information see Government guidance for schools *Safe to learn: Cyberbullying: a whole-school community issue* (www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying)

Beatbullying and its cybermentors programme provide support and advice to children and young people. (www.beatbullying.org) and (cybermentors.org.uk)

⁵ Childnet advice

Encouraging safe and responsible use

Encouraging safe and responsible use of communication technologies by all those involved in the club's activities is a key part of a club's e-safety and acceptable use policies. Many internet, mobile, social networking and other interactive services provide safety warnings and advice including videos and links to online safety.

Ensure club staff and volunteers are aware of online risks and the need to protect their own privacy online. They should understand the risks in posting, and sharing, content which may damage their reputation within the cricket environment.

Safe and responsible use includes:

- Adhering to terms of service and acceptable use policies
- The importance of children registering on social networking sites with the correct age. Depending upon the service this can ensure safety settings are appropriately applied, only age appropriate advertising is available and a child's profile is not subject to an online search. The minimum age for most social networking services is 13 yrs of age
- Use of privacy and safety settings – these enable users to manage 'who sees what' and who the user wishes to interact and share photos and other information with
- 'Think before you post' content including messages, videos and photos

Teachtoday is a unique collaboration of the ICT industry and offers links to the safety and privacy advice provided by the major internet service providers, mobile operators and social networking services.(www.teachtoday.eu)

Following the establishment of the UK Council for Child Internet Safety (www.dcsf.gov.uk/ukccis) the Government launched the cleverclickclicksafe e-safety code campaign in February 2010 (clickcleverclicksafe.direct.gov.uk).

Guidelines on creating and using an acceptable use policy

The ECB is keen to promote the safe and responsible use of communication and interactive technologies within cricket. These guidelines provide the opportunity for all clubs to develop an e-safety acceptable use policy. An acceptable use policy is the common term used in schools to set out what is acceptable and unacceptable behaviour online and is similar to a code of conduct.

Each club will be different in set up and facility access which is why each club must create their own policy. A photocopy of this page is not a club policy.

All clubs must read the guidelines below and create an e-safety acceptable use policy from this guidance that is manageable within their own environments.

Clubs must create an e-safety acceptable use policy relating to the use of communication and interactive technologies. This should include fixed and mobile internet (PCs, laptops, webcams and digital video equipment, technology provided by the club or where the club has access to, personally owned devices and use of, by members including junior members, staff, volunteer

helpers and guests on club premises, during home and away matches, training sessions, on tour, or within the context of cricket online). The club's existing code of conduct may be a useful starting point.

The guiding principles are:

All members and guests of this Club will:

- Take responsibility for their own use of communication and interactive technologies, making sure they use new technologies safely, responsibly and legally within the context of cricket
- No communication device or service, including interactive communication services such as social networking may be used to bring the club, its members or cricket into disrepute
- No communication device or service, including interactive services such as social networking may be used for inappropriate behaviour online within the context of cricket including the bullying or harassment of others in any form, defamation, obscene or abusive language, the uploading of material which is libellous, defamatory, obscene, illegal, shows nudity or is violent
- Report any known misuses of communication and interactive technologies within the context of cricket, including unacceptable behaviour, inappropriate contact with children online and illegal content including sexual abuse/indecent images of children, according to the relevant club and ECB safeguarding policies and procedures
- Need to be aware that any report of the misuse of communication and interactive technologies within the context of cricket will be investigated according to the club's policy and procedures and may result in the club's sanctions being enforced. Depending upon the seriousness of the incident legal action may be taken and where suspected criminal activity has taken place a report will be made to the police

Where a club provides network access or communication devices all members and guests will:

- Protect passwords and personal network logins and log off the network when leaving web stations/devices unattended. Where available security settings should be set on mobile devices. Any attempts to access, corrupt or destroy other users' data in any way using technology is unacceptable

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

- Take responsibility for their professional reputation in the online environment, making sure they follow e-safety advice, adhere to privacy and safety settings and report any concerns in accordance with club and ECB policies and procedures
- Not ask for email addresses, mobile phone numbers or social networking profiles of junior members (less than 18 years of age) or search for junior members on social networking services/search engines without the prior consent of parents and in line with the club's policy on the use of information including emergency situations

- Not develop an online relationship with a young player with the intention of meeting them offline to engage in sexual activity. Sexual exploitation, including grooming a child under the age of 16 for the purpose of meeting to engage in sexual activity, is a serious criminal offence
- Not view, possess, make or distribute sexual abuse/indecent images of children. This is a serious criminal offence

For further information on acceptable use policies:

BECTA have produced a range of acceptable user policies (publications.becta.org.uk/display.cfm?resID=25934)

Is your club e-safe?

Does your club.....

- Welfare Officer understand e-safety issues?
- have safeguarding policy and procedures which addresses online issues? This should include, dealing with e-safety incidents such as cyber-bullying, inappropriate content and potentially illegal images of children
- have an acceptable use policy for interactive communication technologies? This should state what is acceptable and unacceptable behaviour when using communication technologies within the context of cricket
- raise awareness of e-safety to all members and parents?
- request confirmation from parents/carers that the club's e-safety policy has been read, or parents/carers are aware of the club's e-safety policy? See Player Profile/Parental Consent Forms

Do all your club staff and volunteer helpers.....

- understand e-safety issues and risks?
- know where to direct junior members and their parents to sources of advice and information about e-safety?
- know how to report and manage issues or concerns?
- know how to keep data safe and secure? This should include the personal contact data of other club members such as mobile phone numbers, email addresses and social networking profiles
- know how to conduct themselves appropriately when using interactive communication technologies and protect their reputation online within the cricket context?
- take the opportunity to consult with junior members about e-safety issues and in relation to the club's policies?

Do your junior members.....

- understand what online safe and responsible use means within the cricket context?
- understand the risks and assess the potential risks of using any particular technology and behave safely and responsibly to limit those risks?
- know where to go for advice and information about e- safety?
- get the opportunity to give their views about staying safe online?
- know how to report any concerns they may have?

Can you help members and carers of junior members.....

- understand e-safety and manage risks?
- understand their roles and responsibilities?
- keep up to date with advice on e-safety?
- know how to report any concerns they may have?



Using social media: e-safety guidelines

The new technologies offer tremendous opportunities to reach, communicate and engage with those involved in sport including members, supporters and players in a creative medium where users are active participants. This is sometimes called social media. These guidelines specifically target the following people in your club:

- The lead officer responsible for promoting sporting opportunities
- The Welfare Officer
- Communication and/or marketing person
- IT manager and/or web master

These are the key people who will be involved in taking forward your club's involvement in social media and they will need to work together to ensure the necessary safeguarding measures are in place and followed on a day-to day basis.

Your club may be considering, or already using, social media to involve members, including children and young people in activities and gain their participation in virally dissipating information or campaign messages about a cricket event. It is most likely that many supporters of cricket around the world are already initiating discussions about cricket in blogs, forums, and groups and uploading their favourite cricket clips onto their profile to share with others.

Social media generally uses existing social networking services and examples of popular services include: Bebo, Facebook, Flickr, Piczo, MySpace and Twitter and video sharing sites such as YouTube.

These guidelines on using social media should be viewed as part of the ECB guidelines on e-safety and build upon the club's acceptable use policy. These ECB guidelines are developed from the NSPCC CPSU Briefing: Using Social Networking and Social Media: Promoting Safe and Responsible Use.

Follow your Club's Acceptable Use Policy

Your club's acceptable use policy should contain some key safety principles about acceptable and unacceptable behaviour. Safety and privacy tools are a useful place to start. Take time to become familiar with safety aspects of interactive communication technologies and the specific service the club intends to use, including the minimum registration age, terms of service and where to report concerns **before** setting up a club profile.

Ensure the key people involved in setting up and managing your club's online presence understand the potential risks to children and young people online and know how to deal with e-safety incidents including where to report concerns. See ECB E-Safety Guidelines on Communication and Interactive Technologies.

Ensure club members and others are aware of your club's acceptable use policy and how it relates to their interaction with the club's profile. If your club has just set up a profile on a social networking service this provides an opportunity to promote your club's acceptable use policy.

Managing your club's presence online – ensuring e-safety

You will need to decide who will have responsibility for the setting up of the club's presence online including the profile if it is a social networking service. Key areas to consider include:

- *The target audience* – is it clear who the interactive service or profile, if it's on a social networking service, is targeting. Is it aimed at adult or junior members, or both? If access is restricted to adult members of the club how is this monitored? Is this communicated to members and is it clear when registering on the service? Most social networking services have a minimum registration age of 13 set by US law
- *Content* - is the content you wish to upload appropriate for the intended audience? Does it fit it within your club's acceptable use policy on acceptable behaviour and legal content? Who deals with unacceptable behaviour and illegal content posted by users?
- *Interaction with others and moderation* - if there is interaction with other users, for example in a forum area, who has responsibility to moderate discussion, encourage acceptable behaviour and enforce the acceptable use policy? Will other users be able to post comments before being reviewed?
- *Contacting the service and reporting concerns* - is there a contact facility on the website or interactive service for users to contact or report a concern? If your club is setting up its own interactive service who will handle the reports made to the website and is the report facility checked on a regular basis?
- *Safety and privacy tools* – many social networking services provide safety and privacy tools to enable users to manage their interaction with others including reviewing comments and messages from other users before they appear on your profile. Your club should consider utilising these safety and privacy settings and also reviewing them on a regular basis as service providers often update these facilities

For further information on good practice guidance on web based services, instant messaging, chat, moderation, safer search and social networking services see the Home Office Child Protection and the Internet Task Force guidelines.

Fake or imposter profiles on social networking services

Beware of fake, or imposter, profiles of well known sports or celebrity people. It has been known for fake, or imposter, profiles to be set up on social networking services. Sometimes this is intended to be fun, however, fake profiles can be set up by those with malicious intent to ridicule and harass. It can also be used to groom children by those seeking to gain a child's trust and then attempt to meet them offline. Always check with a club or the ECB offline before adding or promoting a profile in the name of a well known sports person to your club's profile or interactive service.

Avoid taking personal details of children online

Avoid asking children to divulge personal details online including home and email address, name of school, mobile numbers and so on. If you are promoting an event online it is best to provide details of the event and then direct users to where they can obtain further information offline. Personal details required for entry into competitions should comply with your club's

policies on information including legal requirements for data protection and guidance from the Information Commissioner in relation to children and young people.

Ensure staff, volunteer helpers and coaches are aware of the need to protect their own privacy online

Make sure club staff, volunteer helpers and coaches are aware of the need to protect their privacy online. They should understand the risks in posting and sharing content which may damage their reputation. Links and contact set up for the club, within the context of cricket in the online environment, should only be set up by those with responsibility to manage the club's presence online.

Include your club's contact details

Information about how to contact your club offline as well as a web address should be included together with any information on membership. This allows users to contact your organisation directly and verify your club offline.

For further information

The NSPCC Child Protection in Sport Unit guidance *Social Networking services, social media and sport: guidelines for safeguarding children and young people* (www.nspcc.org.uk/Inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf) provides further detail on social networking services and social media, and is a useful guide for setting up an online presence. It also helps with the safety implications for children and young people, your staff and organisation as well as providing further detail on social networking services and social media.

Home Office Task Force on Child Protection and the Internet on Chat, Instant messaging, Web- Based services, Moderation, Safe search and social networking services. Available on the UKCISS website: (www.dcsf.gov.uk/ukccis)

“Keeping your personal information personal” – a guide to the Data Protection Act 1998 for Youth, including the use of social networking services. (www.ico.gov.uk)