

The 'Safe Hands Safeguarding Kit Bag'

How to use the Kit Bag

The "Safe Hands" Safeguarding Kit Bag is designed to help clubs to fulfill 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 which help clubs adopt, and implement, the ECB's "Safe Hands" Policy. These are provided under 4 headings:

Putting things in place – this refers to the background work, policies and paperwork a club needs to undertake

Having the right people in place – this covers issues of recruitment, vetting checks and guidance on the responsibilities of particular roles in cricket

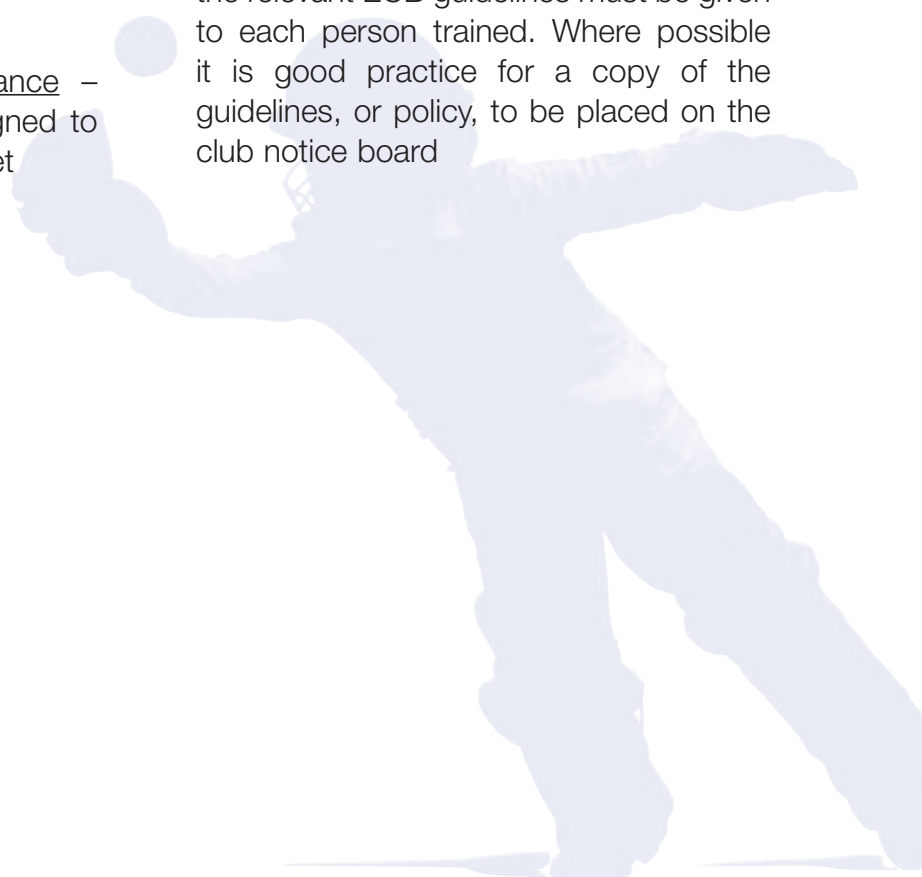
What to do if you have concerns – how to respond, record and report incidents and concerns

Cricket specific safeguarding guidance – ECB guidance and regulations designed to help safeguard children playing cricket

Recommended process

When using the Kit Bag it is recommended 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.

- 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 awareness raising / 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 the relevant 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



The 'Safe Hands Safeguarding Kit Bag'

Contents

Putting things in place – background work, policies and paperwork

- ECB guidance on creating an individual club safeguarding policy statement, including a sample club safeguarding policy statement template
- ECB guidance for Codes of Conducts, including:
- ECB code of conduct for members and guests
- Producing a code of conduct for children
- The ECB whistle blowing policy
- A useful safeguarding contacts list
- Player profile system – enabling adults to exercise their duty of care in an emergency situation, including a player profile form template
- ECB guidance on welcoming and safeguarding children with a disability
- Sample 'anti-bullying policy' and procedures for dealing with bullying
- Changing rooms and showering
- Photography, video and the use of images (including press and website guidelines)
- Transport to and from matches
- Managing children away from the club
- Missing children
- ECB Guidance for clubs on Sun Safety
- Working with external partners (for example club personnel undertaking cricket activities in schools/for local authorities or similar, on a voluntary or paid basis)
- Guidance on creating a welcoming environment, and a sample welcome letter for parents
- ECB Guidance for clubs on the use of Social Media, texts and email
- ECB Guidance for clubs and leagues on Disciplinary Procedures involving under-18s
- ECB Guidance on specific concerns arising for children outside of cricket
female genital mutilation

The 'Safe Hands Safeguarding Kit Bag'

Having the right people in place – recruitment and guidance

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

What to do if you have concerns

- 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
- Guidance on Recording of information
- ECB Incident/Concern Reporting Form

Cricket specific safeguarding guidance

- ECB guidelines on supervising children at cricket sessions
- ECB Guidance on the Wearing of Cricket Helmets (“Head protectors”) by Young Players
- ECB 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

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 Safeguarding Team if further assistance is required in this area.

Recommended Process/Activities

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



xxxxxx Cricket Club – Safeguarding Policy Statement

xxxxxxxxxx Cricket Club (The Club) is committed to ensuring all Children (i.e all persons under the age of 18) participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
 - Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
 - Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” 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,
 - Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them
 - Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
 - Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
 - Ensuring the name and contact details of the Club Welfare Officer is available:
 - As the first point of contact for parents, children and volunteers/staff within the club
 - As a local source of procedural advice for the club, its committee and members
 - As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
 - As the main point of contact within the club for relevant external agencies in connection with child safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Welfare Officer *
- *Details of the County Welfare Officer will be made available, in case the Club Welfare officer is unavailable, or the concern relates to the Club Welfare officer.
- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
 - Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

ECB Guidance on Codes of Conduct

The ECB provides codes of conduct for all cricket participants – the Code of Conduct for Members and Guests; 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 provide 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/officiate in matches hosted by the club in whatever capacity.

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

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

ECB Guidelines for a Code of Conduct for Children

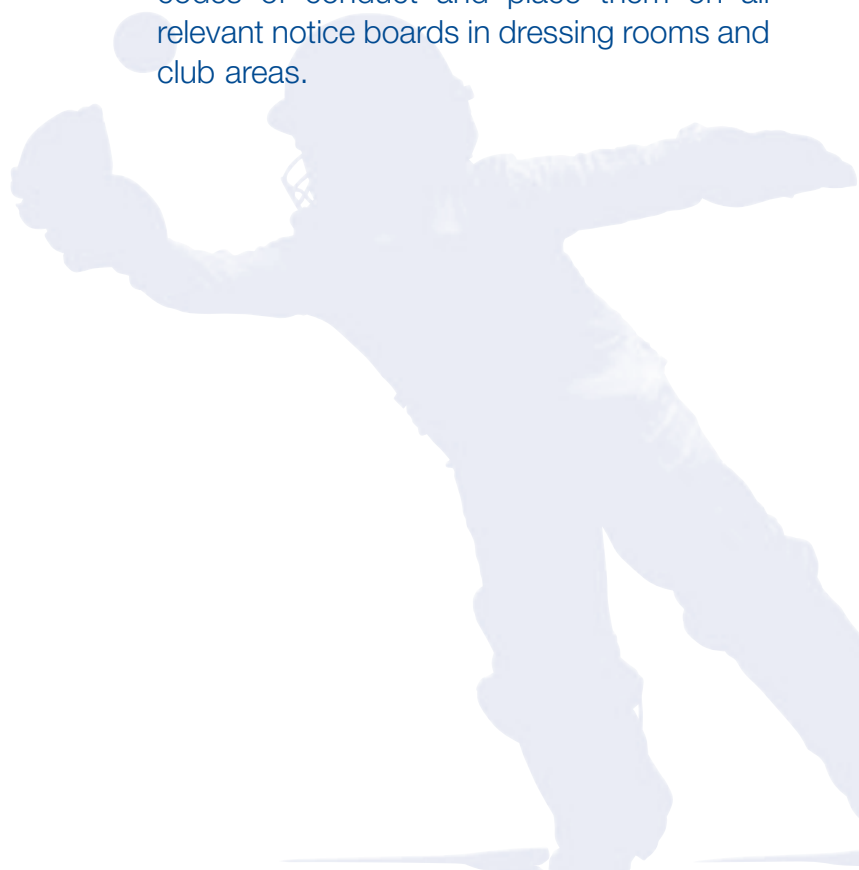
The ECB actively encourages clubs to use the Code of Conduct for Members and Guests as a starting point for producing an additional Children's Code of Conduct. NSPCC research shows when children are empowered to create rules for themselves these rules are usually far more greatly respected, and often 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 Whistle Blowing Policy

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

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people. and/or agencies. Although this can be difficult, it is particularly important where the welfare of children may be at risk.

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

Reasons for whistle blowing

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

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

What stops people from 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 Safeguarding Team.

Specifically do not:

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

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”
- “Someone else must have reported it already”

Who do I tell?

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

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

Feedback

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

Useful Safeguarding Contacts

Cricket Contacts for Safeguarding (please complete local details)		
Club Welfare Officer		
County Welfare Officer		
ECB Safeguarding Team	ECB Lord's Cricket Ground London NW8 8QZ	T 020 7432 1200 E safeguarding@ecb.co.uk
Local Contacts for Safeguarding (please complete local details)		
Local Authority Designated Officer (LADO)		
Local Children's Social Care (including out of office hours contact) Please note: In an emergency, the Samaritans will hold the Social Care Duty Officer's contact number.		
The Samaritans		T 08457 909090
Local Police Child Protection Teams. In an emergency contact via 999 .		
Other useful contact details		

Useful Safeguarding Contacts

National Contacts for Safeguarding		
NSPCC Freephone 24 hour Helpline	National Centre Weston House 42 Curtain Road London EC2A 3NH www.nspcc.org.uk	T 0808 800 5000
NSPCC Asian Child Protection Helpline		T 0800 096 7719
NSPCC Cymru/Wales Child Protection Helpline		T 0808 800 5000
Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester L4 1EZ www.thecpsu.org.uk	T 0116 2347278 E cpsu@nspcc.org.uk
Childline UK	Freepost 1111 London N1 OBR www.childline.org.uk	T 0800 1111
Child Exploitation and Online Protection Centre (CEOP)	33 Vauxhall Bridge Road London SW1V 2WG www.ceop.gov.uk	T 0870 000 3344
Other useful contact details		

GUIDANCE NOTES

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

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

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

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

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

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

CLUB JUNIOR MEMBERSHIP APPLICATION FORM 2018

(for players under the age of 18)

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

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

SECTION 1: PERSONAL DETAILS OF YOUNG PLAYER	
Name	Age / Date of birth
Home address	Post code

SECTION 2: PERSONAL DETAILS FOR PARENT/LEGAL GUARDIANS OF YOUNG PLAYER		
Name	Home address (if different)	Post code (if different)
Email address:		

Home telephone number for parent/legal guardian:

Mobile telephone number for parent/legal guardian:

SECTION 3: EMERGENCY CONTACT DETAILS

Can we use the above details as a contact in an emergency? If not please provide the contact details of an alternative adult below.

As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

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

SECTION 4: SPORTING EXPERIENCE INFORMATION

Has your child played cricket before: Yes No

If yes, where has this been played?

- | | |
|---|--|
| <input type="checkbox"/> Primary school | <input type="checkbox"/> Club |
| <input type="checkbox"/> Secondary school | <input type="checkbox"/> County |
| <input type="checkbox"/> Special educational needs school | <input type="checkbox"/> Local authority coaching session(s) |
| <input type="checkbox"/> Other (please specify): | |

SECTION 5: DISABILITY

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

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

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

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

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

SECTION 6: MEDICAL INFORMATION

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

Name of doctor/surgery name

Doctor's telephone number

Medical consent:

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

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

SECTION 7: PARENT/LEGAL GUARDIAN PARTICIPATION AGREEMENT :

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

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

- | | |
|--|--|
| <input type="checkbox"/> Changing / showering | <input type="checkbox"/> Missing children |
| <input type="checkbox"/> Transporting children | <input type="checkbox"/> Playing in open age (senior) matches |
| <input type="checkbox"/> Photography / video | <input type="checkbox"/> Anti bullying and the code of conduct |
| <input type="checkbox"/> Managing children | <input type="checkbox"/> Social media, text and email |

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

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

SECTION 8: CLUB PHOTOGRAPHY/VIDEO CONSENT

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

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

SECTION 9: PRIVACY STATEMENT

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

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

PARENT/GUARDIAN AGREEMENT

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

Date :

Signature:

Club Membership Form (Junior) 2018

Privacy Notice

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

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

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

<p>Purposes for which we process personal data</p> <p>[Club to amend to add any additional purposes'. If you use data for direct marketing, you need to state this and ask for additional consent]</p>	<p>The club will process the personal data for:</p> <ul style="list-style-type: none"> • Administering bookings and attendance at sessions • Dealing with medical needs/specific requirements • Supporting the delivery of cricket sessions • For training and competition entry Reporting of participation and any incidents and of figures and trends (including equality and inclusion information) • For quality and improvement monitoring •
<p>Who we will disclose your personal data to</p> <p>[Club to amend to add any additional discloses]</p>	<ul style="list-style-type: none"> • Leagues • The ECB • Coaches and junior co-ordinators for administrating training sessions • Volunteers who work at cricket clubs/venues to support the delivery of sessions. • The County Cricket Board that supports the local Cricket Club whose programmes you have registered for
<p>Legal basis for processing your personal data</p>	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> • for administration and programme delivery: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us • for dealing with medical needs: that you have given your explicit consent or in the child's vital interests. • in all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and does not prejudice or harm rights and freedoms of parents / guardians or the children that join the programme.
<p>Your right to withdraw consent</p>	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
<p>Location of your personal data</p>	<p>The Club will keep your personal data within the European Economic Area.</p>
<p>How long we will keep your personal data for</p>	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with XXX as a member.</p> <p>X years after you cease to be a member of XXX or play an active part in XXX, we shall delete your data.</p>
<p>Your rights in respect of your personal data</p>	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.</p>
<p>Our contact details</p> <p>[Insert the contact details of your organisation or preferably someone who</p>	<p>mail. XXXXX</p> <p>email. xxxx@club.co.uk</p>

is responsible for data protection in your organisation]

phone. XXXXXXXXXXXXXXXX
website. XXXXXXXXXXXXXXXX

Complaints

If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.

ECB Guidance on Welcoming and Safeguarding children with a disability

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. 'One Game' aims to widen the appeal of the sport and to ensure 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. Many children with disabilities or special needs can be welcomed into the game with a sensible approach that involves talking with the child and his or her parents about what their abilities are and what they may need some assistance or different arrangement with.

Children with disabilities are children first, and need to enjoy opportunities and experiences open to all children in a safe environment. The ECB is committed to supporting disabled children to be fully involved in cricket through the provision of a range of activities, training and supportive good practice guidance. To help achieve this in cricket we are committed to supporting cricket club personnel including coaches, officials and other volunteers to ensure they are inclusive of, and safeguard, children with disabilities.

The ECB is aware the most valuable resource within clubs are the staff and volunteers who

appreciate the value of cricket for disabled children and are supported to develop the confidence, will, and desire, to ensure they can become fully integrated members of the cricket family.

In the first instance, the club should discuss the child's needs and abilities with the child and his or her parents/carers. For many children with a disability, parents and carers will be able to offer practical advice on adaptations or arrangements that can be made to enable their child to participate.

It is good practice to agree a support plan with the parents and the child, and to review this regularly. The club welfare officer should be involved in this process. It may be necessary or useful to involve the child and the parent / carer in the plan itself, if this will help meet the child's needs and allow them to participate.

Remember, many children may have hidden disabilities (or special needs) – such as an autistic spectrum disorder, or deafness, or another condition that is not obvious. It is important during the registration process and/or welcome meeting to offer the opportunity for parents to meet someone in private to discuss their child, if they would like to do so. This forms part of our 'Welcoming' approach for all children, including those with disabilities.

Children with disabilities have particular vulnerability to abuse and neglect – club personnel should be aware of these, see

www.thecpsu.org.uk/resource-library/2013/safeguarding-deaf-and-disabled-children-and-young-people

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 someone who can do something about it.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms :

- **Emotional:** being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racist:** racial taunts, graffiti and/or gestures
- **Sexual:** unwanted physical contact or sexually abusive comments
- **Homophobic:** because of, or focusing on, the issue of sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours and teasing
- **Cyber:** bullying behaviour online or via electronic communication (email and text, social media etc) Misuse of associated technology, such as camera and video facilities

Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

Objectives of this policy

- All adults and children at the club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases, the child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.

Procedures

- Report bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police 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' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct (see guidance in 'Safe hands')
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters

*with thanks to Kidscape for their expert advice and templates

ECB Guidelines on Changing Rooms and Showering Facilities

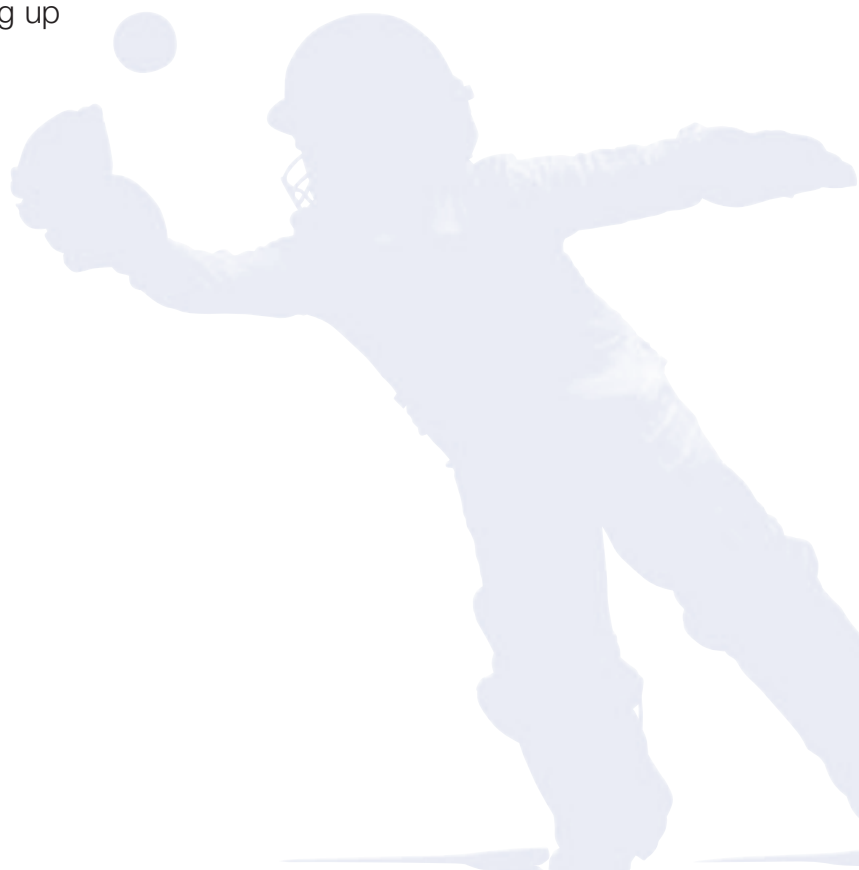
All ECB affiliated cricket clubs must have a Changing Policy. This will depend upon facilities available, access to those facilities and the number of children involved. The following provides a framework of best practice and guidance for a Changing Policy to be developed within the club. These guidelines 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 Open Age 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. Suggest instead that they may 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 and carers should not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life. The introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in a club.

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

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

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

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

Be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant about this. These individuals could attend the local cricket club allowing people to presume they are related to a child involved. Any concerns during an event should be reported to a club official or event organiser.

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

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

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

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches
- If no consent has been given for a child 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 or safeguarding concern
- It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete

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

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

- Ask for parental permission to use the child's image and, wherever possible, show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent cricket and the club
- Ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the club
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Only use images of children in appropriate kit (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:

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. See Sample welcome letter for parents / carers)

Coaches and club staff will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds.

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

The club must receive permission from parents/carers for children to participate in all competitions and away fixtures/events (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
- Send searchers immediately to any exits to the venue to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.
- 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 Safeguarding Team

ECB Guidance for clubs on Sun Safety

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

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

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

The ECB Supports the Outdoor Kids Sun Safety Code

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

The 'OK Sun Safety Code' offers an official Accreditation Mark, verifying that specific measures have been met and that you actively sun protect kids in your care. The downloadable toolkit provides promotional materials, designed to keep guidelines 'front of mind' and ensure that good practice by clubs, coaches and teachers is supported by parents.

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

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

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

Wear a hat

Put on sun cream (factor 30 or above)

Cover up

The resource is available at:

www.oksunsafetycode.com

ECB Guidelines on Working With External Partners

Some cricket clubs 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 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 and important factors for clubs to consider, are contained in this section of the Kit Bag.

For ECB organised programmes

Programmes such as 'Chance to Shine' have already published protocols and specific guidance on working with children within the 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.

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 directly 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 undertaken by appropriately vetted adults and with correct supervisory ratios
- Changing
- Transport to any games or facilities
- Photographs/press coverage

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

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

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

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

Welcome meeting

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

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

Communications

Not everyone who comes to the club will understand the laws and rules of the game, let alone the 'unwritten rules' of a cricket club. The club should agree a strategy for communicating with potential, new and current members, as well as the community at large. The club should tell parents/carers how they plan to communicate with them – by email, phone, text, newsletters, social media etc. Plain language is preferable, and thought should be given to overcoming barriers where possible (for example in the use of large print, other languages, or audio messages.)

Written information

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

Text and email communication

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

It is strongly advised that texts (especially) and emails are sent directly to parents and not to children and young people themselves. Arrangements should be made with the children and young people's parents/carers – this helps to keep communications transparent and to maintain clear boundaries between coaches/club officials and children and young people. (see 'Guidance on the use of Social media, texts and emails')

Seeking feedback

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

Putting things in place

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

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

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

Template Welcome letter for parent/carer

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

Dear Parent / Carer

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

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

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

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

We are a Clubmark club / working towards becoming a Clubmark Club and we adhere to the 'Safe Hands' Policy for Safeguarding Children in Cricket. All of the adults at the club who work with children and meet the necessary criteria are Vetted by the ECB. This includes the enhanced DBS and 'Barred List' check (formerly known as CRB checks).

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

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

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

Putting things in place

'Safe hands', ECB's Policy for safeguarding Children in cricket, is available to view online at www.ecb/safehands, or a copy is available at the club.

Training times:

Match days and dates if known*:

Selection / notification procedure;

Drop off / Collection Arrangements:

Special Events etc:

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

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

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

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

Yours etc

Club Welfare Officer

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

Everyone in cricket is reminded that the Relevant Codes of Conduct apply online and in text and email communications, just as they do in the ‘real world.’ Many cricket clubs have formally adopted this expectation into their constitution and / or disciplinary processes.

This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this.

Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but at times it can seem strange and even intimidating for people who did not ‘grow up’ with it. Facebook, Twitter, texting, Blackberry messenger, online gaming and personal emails are everywhere. By following some simple guidelines potential pitfalls can be avoided, and Social Media can be safely used as a promotional tool and a means of communication for the club.

Club Officials / Coaches / Managers

Facebook and Twitter accounts are great for promoting your club and cricket in general, as well as being a fun way to unwind and stay in touch with friends: it is essential to keep these two worlds separate. You should have separate cricket-club related and personal pages; all contact with players should be through the former, and strictly in relation to training, coaching, matches and cricket related activity. You should also adjust the privacy settings for your personal account so that content is only visible to accepted ‘friends’. This will keep younger players safe from material that may be unsuitable for them, and will reduce the risk of your online interactions from being viewed with suspicion.

Although younger players may see you as a friend, and may request to be your ‘friend’ on a social media site, you should direct them to the cricket- club related page and keep all contact professional. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also important to be mindful of any content you post online via the cricket-club related page; remember:

You are representing the club
Your communications should conform to ‘Safe Hands’ policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children.

If you wouldn’t put it on the club notice board, it doesn’t belong on the club’s social media pages

You should have consent before posting any personal information online – this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18s

If you are in charge of a social media page for your club, league, panel etc., further guidance has been provided by the Child Protection in Sport Unit (CPSU): http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf.

Texts and emails: contacting Under 18 players

The Children Act defines a person under 18 years as a child

You should make arrangements for under 18s via their parents or carers; this includes text and email messages.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17 year old receives the information directly. If you receive any responses from that appear inappropriate they should be brought to the attention of the parent or carer.

You should not engage in individual text or email conversations with a 16 or 17 year old without their parent receiving the same messages from you.

All contact with children should be in relation to coaching, matches and cricket-related activity.

Social Media: Do's and Don'ts Coaches / Managers / Clubs DO

Have separate social media accounts for cricket-club related and personal use.

Keep your photos and personal information private.

Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.

Obtain consent before posting any personal information online – this includes photographs where an individual can be identified.

Remember the picture/no name guidance for under 18s

Coaches / Managers / Clubs DO NOT

Send text messages to juniors – make arrangements via their parents.

Send private messages to children and young people via social media.

Invite or accept children and young people to become "friends".

Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

Adult players in Open Age teams

Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms.

If you have concerns regarding social media, texts and emails

If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding team – email safeguarding@ecb.co.uk

If you believe that an offence has been committed, or that someone's use of social media is placing a child at risk of harm, inform the police immediately.

ECB Guidance for Parents / Carers and children / young people on the use of Social Media, texts and email

This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this with us.

Parents/Carers

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents: <http://www.facebook.com/safety/groups/parents/>.

There are some key tips which can significantly help to reduce the risks involved with social media and the internet. Make sure that your family computer is in a main living area, and the screen is positioned so that you can see what's going on. Google have some more advice on their family safety pages: <http://www.google.co.uk/familysafety/advice.html>

Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.

You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk/Parentsold>

Provide the club with your email and/or telephone number to receive texts and emails regarding your child's matches and training, if the club requests this.

Parents / Carers DO

- Make sure you are aware of who your child has contact with online and via text
- Be aware of The ECB and the club's expectations for coaches and social media
- Talk to your children about using social media.
- Provide your mobile number / email address if requested, so the club can contact you

Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text:

If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests.

Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.

Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos.

If someone is sending you messages or texts that you are worried about, you should tell your parents, an adult you trust, your teacher or your club's welfare officer.

- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you.
- **You can expect them to make arrangements for coaching and matches via your parents.**
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don't be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk/>

Young people DO

- Keep your photos and personal information private
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket.
- Tell a professional or an adult that you trust if you are worried or concerned about online behaviour or unwanted contact/communication.

Young people DO NOT

- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
- Accept any friend requests from people you don't know or you feel uncomfortable accepting.

ECB guidance on disciplinary proceedings that involve under-18s

Proceedings where an under-18 is a witness, alleged victim or alleged offender.

This guidance applies to all settings where an under-18 is involved in disciplinary matters as a witness, alleged victim, alleged offender or any other way.

The processes that are followed must pay due consideration to safeguarding and welfare issues.

No part of the processes should be oppressive or intimidating for the young person.

As soon as it becomes apparent that the process involves an under-18, the County Welfare Officer must be informed.

Any Panel should consider whether they need the child to attend in person, and may discuss this with the County Welfare Officer. When making this decision consideration should be given to:

- the age of the child;
- the seriousness of the offence;
- the evidence likely to be given;
- the possible effect on a child.

Parents should be included in any invitation.

The County Welfare Officer will ensure that the child is properly supported, and will either act as, or appoint, a suitable 'Welfare Chaperone' for the investigative/disciplinary process, in consultation with the child's parent(s).

The Welfare Chaperone is likely to be the child's Club Welfare Officer (Club WO), unless there is potential conflict of interest (e.g. the Club WO is the parent, or the Club WO is also involved in the incident.) If this is the case then a Club WO from another club may be asked to assist, or a League WO, or the County Welfare Officer will undertake the role.

The Welfare Chaperone should have no other role in the proceedings - their involvement is purely in regard to the welfare of the child. The Welfare Chaperone should liaise with the child and his/her family throughout, making sure the child is kept fully informed. He or she can act for more than one child at the same hearing if this is thought appropriate.

If a child does not wish to attend they cannot be compelled to do so.

The Welfare Chaperone will discuss the process with the child and his/her family to ensure they fully understand the procedure.

If the child chooses to give a statement to the panel then ordinarily that statement should be prepared in advance in written format. This can be written by the child or any other person. It is important that this statement is the child's views and words.

Putting things in place

If, when attending the Panel, the child is to be questioned regarding their behaviour or what they have witnessed, all involved should bear in mind the age and potential vulnerability of the child in such a setting. Questioning should be conducted in a considerate manner, and must not be oppressive, persistent, lengthy or demeaning. The Welfare Chaperone should ask the Chair of the panel to suspend proceedings immediately if they have any concerns about the manner or duration of questioning.

Where a child is found to have committed a disciplinary offence requiring potential sanction, consideration should be given to the child's age and understanding, as well as their experience of life and of cricket, before any sanctions are issued.

Where it is necessary for a report to be circulated (either within the relevant cricket league or even to the press), any individual under 18 years of age must not have their details published.

ECB Guidance on specific concerns arising for children outside of cricket

FEMALE GENITAL MUTILITATION.

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

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

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

Female Genital Mutilation

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

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

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

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

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

Is FGM associated with religion?

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

NSPCC Guidance

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

Who is affected?

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

Putting things in place

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

[\(House of Commons International Development Committee, 2013\)](#)

What to look out for

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

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

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

**NSPCC FGM helpline on
0800 028 3550**

ECB Guidance on Appointing and Training a Club Welfare Officer

It is a mandatory requirement that every ECB affiliated club 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 policy on appropriate recruitment for individuals who work with children, as well as the guidance notes on the recruitment and appointment of volunteers/staff found elsewhere in this Kit Bag.

The role of Club Welfare Officer is regarded as Regulated Activity, for the purposes of the Protection of Freedoms Act 2012. This means that the club MUST ensure the individual is properly vetted and that he or she is not barred from working with children. See ‘ECB guidance on Roles in Cricket that Require a Vetting Check’ and ‘How to Determine which Roles in Cricket are Regulated Activity’

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
- The Club Welfare Officer should be present at welcome events / registrations sessions and should inform people of his or her role at these events. It is best practice for the Club Welfare Officer to have a presence during Junior sessions and matches.

Who should be a Club Welfare Officer?

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

- Satisfy the requirements of the core skills and knowledge areas
- Be prepared to complete the core tasks
- Be prepared to undergo the training required

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.

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

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 welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at the club

- To be the first point of contact for all club child safeguarding issues
- To act as a source of advice on current best practice and provide support to the Club Management Committee and the members of the club on safeguarding issues and procedures
- To attend Club Management Committee meetings as a member of that Committee by right of the role. To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior cricket decisions
- To advise the Management Committee in establishing which roles within the club require the post holder to undertake the ECB vetting process, and ensure such vetting applications are completed
- To work closely with the Volunteer Co-ordinator, where one is in place, ensuring vetting checks and training are completed as required
- To maintain accurate records and keep all documentation in a secure fashion
- To ensure matters of a possible child safeguarding nature are reported/referred appropriately to the ECB and/or Statutory Agencies in a timely fashion, and in accordance with ECB procedures

Core areas of knowledge

- To be aware of the ECB process for reporting incidents to the ECB and the Statutory Agencies
- To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children
- To have a basic understanding of the Statutory Agencies and their role in child safeguarding
- To be aware of ECB safeguarding policies and procedures as set out in "Safe Hands"

Core skills

- Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser
- Empathy with children
- Excellent communication skills, including the ability to advocate the benefits of safeguarding
- Able to collate and administer paperwork and information received in a confidential and secure manner

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. 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 and as agreed by the County Welfare Officer.
- The ‘Safe Hands Workshop’ and the ‘Safe Hands Refresher’ courses every 3 years. These relate directly to the cricket Club Welfare Officer role and are delivered by ECB trained educators and County Welfare Officers.

Before attending the Safe Hands workshop, trainee Club Welfare Officer must have been vetted and attended a basic awareness safeguarding course such as SPC or equivalent as agreed by the County Welfare Officer.

All Club Welfare officers MUST attend the Safe Hands workshop, and a refresher every 3 years.

The training enables the Club Welfare Officer to:

- Explain the role and responsibility of the Club Welfare Officer and how this relates to other key roles in cricket
- Review club processes regarding good safeguarding practice and duty of care
- 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 (Local Authority Designated Officer) 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 the club
- Understand what support is available and how to access this.

ECB Guidance on Roles in Cricket that Require a Vetting Check

This document replaces Kit Bag item “List of Posts which require Vetting Checks”

In order for cricket to remain safe and welcoming for children, appropriate checks must be made for all roles which involve significant contact with children (see ‘also ‘How to Determine which Roles in Cricket are Regulated Activity’)

The ECB Vetting check is a 2-stage process

Firstly, the applicant must obtain the correct level of check from the ‘Disclosure and Barring Service’ (*on the 1st December 2012, the Criminal Records Bureau, who provided ‘CRB’ disclosures, merged with the Independent Safeguarding Authority to become the Disclosure and Barring Service -the ‘DBS’ – providing ‘DBS certificates.’*) Details on the correct level of check is given later in this guidance.

Secondly, any information present on the certificate is reviewed by the ECB Safeguarding Team for relevancy regarding child safeguarding and the individual’s suitability to work (or volunteer) with children. The existence of previous conviction(s) or caution(s) or other information will not necessarily prevent an individual from taking on the role for which they have applied. The ECB has a policy statement on the recruitment of ex-offenders (See ‘ECB Policy Statement on Recruitment of Ex-offenders’). How we deal with information on the DBS certificate is explained in the ‘ECB Guidelines on Appointing Staff and Volunteers to Work with Children’.

The individual cannot take on the role connected to a Vetting check unless and until their Vetting check is confirmed by ECB as ‘Completed’.

The recruiters of staff and volunteers for roles with children are also expected to take up references. (‘ECB Guidelines on Appointing Staff and Volunteers to Work with Children’)

Obtaining the correct level of DBS Check.

There are 2 levels of possible check: Enhanced DBS Check and an Enhanced DBS + Barred List Check.

The level of check required for all roles that previously were required by ECB to have a CRB check is an Enhanced DBS check + Barred List check.

This is because these roles all constitute ‘Regulated Activity’. (See ‘How to determine which roles in Cricket are Regulated Activity’). These are obtained by completing the DBS Application form and requesting the Barred List check.

The following roles require an ECB Vetting check:

- Welfare Officer (all Club, League and County posts)
- Volunteer Co-ordinator
- Coach (whether volunteer or paid, assisting or leading)
- Umpire
- Scorer
- Colts/Juniors managers
- Age Group Managers
- Open Age Team Captains
- Junior Supervisors
- First Aiders / Physiotherapists / Medical Support

For other roles, the document 'How to determine which roles in Cricket are Regulated Activity' will assist clubs in making decisions regarding regulated activity.

Roles which are NOT eligible for Vetting checks

Roles that do not involve significant contact with children are not eligible for DBS checks. This is because they do not meet the eligibility criteria.

- Chairman
- Treasurer
- Secretary (Membership or Fixtures – including Junior Membership secretary)
- Bar manager
- Ground staff
- Administrator

The exceptions to this rule are where people with these roles also, in reality, perform other roles with significant contact with children.

Club Committee roles such as the Chairman, Club and Membership Secretary will only be eligible for a check if that individual has additional roles which meet the eligibility requirements. For example, if the committee member, in addition to their committee role, acts as a nominated chaperone in the home club setting or on away trips, they need vetting for the eligible role of chaperone rather than their committee role.

A junior cricket parent helper who is just at the pitch to hand out equipment and set up training equipment will not fall within the definition of eligibility despite being pitchside and in contact with children. However, if they are acting in a training or supervisory capacity assisting the qualified coaching team, they will be eligible for a check as a junior supervisor.

A photographer taking photographs of children at a club event does not fall within the definition of eligibility.

Similarly, the club officer in charge of administrating and managing the club website will not be eligible for a DBS check for that role.

If in doubt about whether an individual should be vetted for their role, contact safeguarding@ecb.co.uk

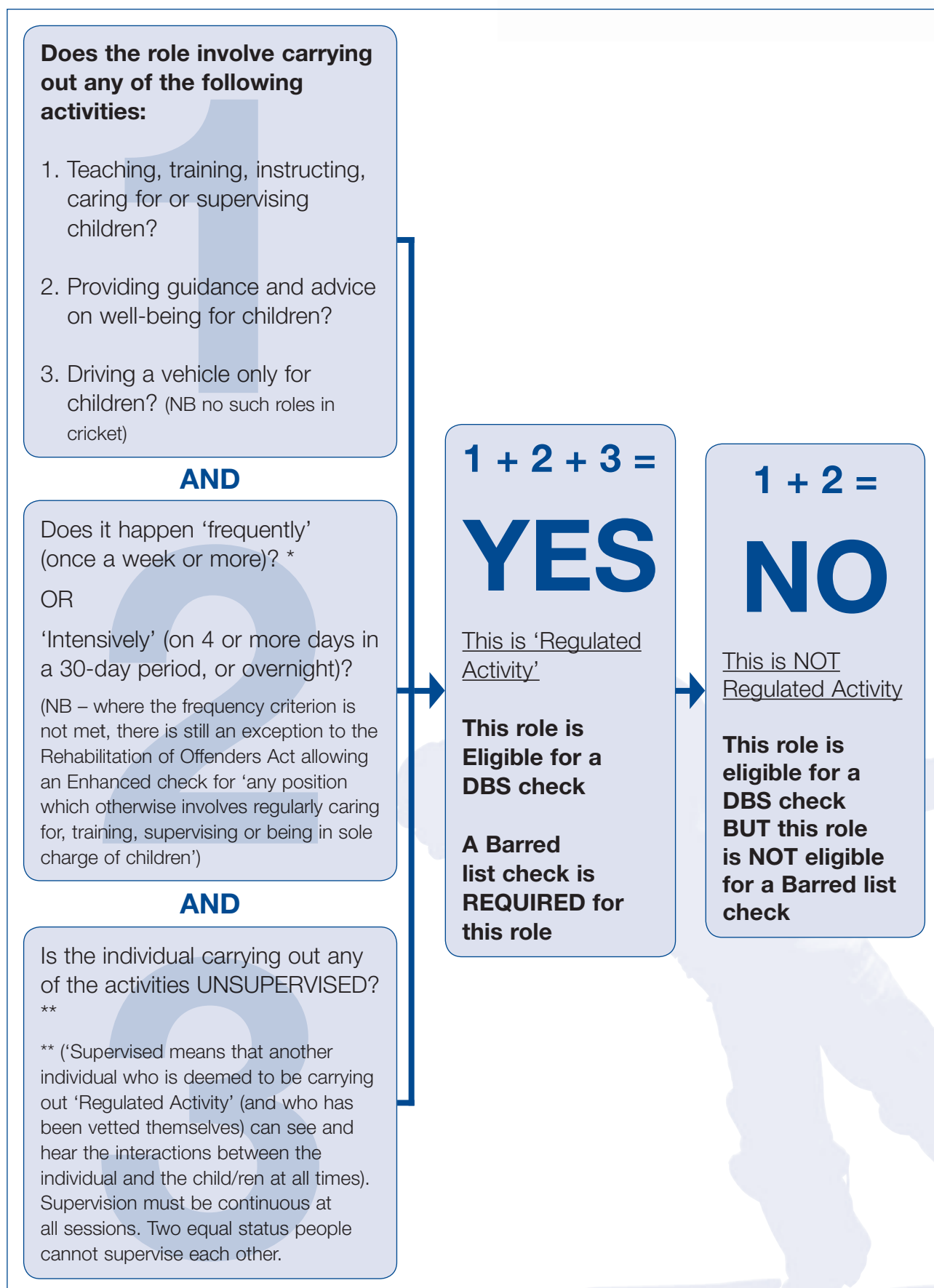
The DBS Online Update Service

New applicants to DBS can register with the DBS' Online Update service. Applicants can register, online, from the time of submitting their DBS application up until 2 weeks from receipt of the DBS certificate. The ECB strongly encourages applicants to do so.

The ECB will use the online service in the future to renew Checks where individuals have registered for this service. The rationale behind the Update Service is twofold: firstly, it will allow individuals to only apply for the DBS certificate once, so that when their renewal is due, the organisation can simply check online if there have been any changes (offences, cautions etc) since the certificate was issued.

The ECB plans to renew Vetting checks in this way for individuals who have not changed role (although they may have changed club or County); the details of how this will be enacted will be issued in due course.

How to Determine Which Roles are 'Regulated Activity' with Children in Cricket



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.

Appointing a Volunteer Coordinator

It is extremely useful and helpful for clubs to have a Volunteer Coordinator, whose main role is to act as a focal point for volunteers and volunteering within the club.

The Volunteer Coordinators will ensure that the club's volunteers are well managed and supported in all their different roles.

This may include:-

- Recruiting new volunteers into the club from existing membership and from the local community.
- Inducting and welcoming new volunteers.
- Organising relevant training/workshops for volunteers.
- Providing support to new and existing volunteers.
- Ensuring Reward and recognition of volunteers

To find out more about the role of the Volunteer Coordinator and how to access training please get in touch with the Cricket Development Officer or Volunteer Coordinator at your local CCB.

Staff and volunteers working with children in sport may be defined as working in "Regulated Activity". For further information see the documents 'ECB Guidance on Vetting Checks' and 'How to determine which roles in Cricket are Regulated Activity' located elsewhere in this section of this Kit Bag.

Clubs who appoint individuals, whether paid or unpaid, into Regulated Activity are subject to legal obligations: specifically, the 'Regulated Activity Provider' (the Club) has a legal duty to ensure that a person it engages to undertake regulated activity is not barred from doing so. This is achieved by following the 'ECB Guidance on Roles in Cricket that require a Vetting Check'.

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 leading the implementation and maintenance of the various elements of "Safe Hands".

The Club Welfare Officer position exists to help clubs create a welcoming and 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 'ECB Guidance on Vetting Checks' contains details of posts which require vetting checks.

Ideally the Club Welfare Officer should have a significant role within the process for recruiting volunteers and staff to a club, working closely with the Volunteer Coordinator where one is in place.

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 relevant advice and guidance.

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 welcoming, child-friendly and safe environment for children. By adopting the points outlined here you will be putting in place the current best practice to safeguard 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 and understands that sound recruitment and selection procedures can help deter or 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.

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 role. They should 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 should be developed in such a way as to ensure 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. These should be stored and retained in a consistent way.

More than one person should look at the application forms to ensure a fair and equitable scrutiny is completed.

Clubs or leagues should ask to see identification documents to confirm the identity of the applicant (e.g. 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

Good practice in safe recruitment for positions involving work with children is to seek at least two references 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 Safeguarding Team for advice and guidance (see the Kit Bag Sample Reference Form).

Vetting Procedures including DBS checks

The vetting process is very important in determining if someone is suitable to work with children. Clubs and leagues must follow the 'ECB Guidance on Roles in Cricket that require a Vetting Check'.

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.

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 (unless it needs to share information to safeguard children), 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.

Clubs must recognise that asking an individual to complete a DBS application form is the first stage of the ECB vetting process.

The outcome of the application must be sought from the County Cricket Development Manager, County Welfare Officer or the ECB Safeguarding Team. It is possible for the vetting process to take several weeks. Please ask the individual to complete a DBS 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 Safeguarding Team.

If an applicant claims to be ECB Vetted, the club should seek confirmation of this from the County Cricket Board Development Manager, the County Welfare Officer or the ECB Safeguarding Team.

Recruitment decisions

Clubs should consider all the information they receive via the application form, confirmation of identity, the references and the outcome of the ECB Vetting process. This information should be considered alongside the outcome of the meeting/interview before making a decision as to whether or not to accept the applicant into the role.

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

For further information on recruiting, supporting and retaining volunteers see 'Recruiting and Supporting Volunteers' in this section, or visit

www.ecb.co.uk/development/volunteering

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

The legal situation regarding Regulated Activity is no different if the individual is not from the UK. Vetting 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.

Individuals will need to provide a police certificate or similar Certificate of Good conduct which covers their time in the overseas country, to the ECB Safeguarding Team. Contact the ECB safeguarding team on safeguarding@ecb.co.uk for advice and assistance on overseas checking.

The ECB Safeguarding 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. The Kit Bag has an ECB non-UK vetting form which must accompany any non-UK vetting check submitted to the ECB. It is easier if Non-UK vetting checks are organised before the individual arrives in the UK, as they are able to visit the police station etc. in person.

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 or Home Office rules), 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. *

Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years.



Recruiting and Supporting Volunteers

Without volunteers grassroots cricket could not function effectively and efficiently. A well run club is more likely to be a welcoming and safe club, and volunteers are crucial to this. The ECB Volunteer Team provide cricket clubs with help and support to recruit and manage their volunteers. For more information on all the programmes and resources highlighted in this document please visit the ECB website at: <http://www.ecb.co.uk/development/volunteering/>

Finding Volunteers – The ‘Be Involved’ Programme

Be Involved has been designed to target current members from the club who may not currently be volunteers. These are often the easiest people to persuade to take on volunteer roles as they are interested in seeing the club grow; they are often just waiting to be asked.

Be Involved focuses on 4 key groups: **Young People, Captains and Players, Parents and Senior or Retired Members.** Each of the groups has its own resources which will help you market opportunities and recruit more volunteers. Think about what roles your club needs and which of these groups would be best to target for each specific role.

Advertising Roles

Whether you are looking internally or externally to recruit volunteers before you begin there are a number of questions which you will need to consider in order to run an effective recruitment campaign.

What will they do?

Do be clear about the role or project which you want the potential volunteer to carry out and the contribution they will make to your club. Also outline the time they will need to commit each week and if you will pay any expenses.

Who will manage and supervise them?

It is important that any prospective volunteer is clear about who will help manage and supervise them during their role, and who they can turn to if they have any particular questions, or concerns. This will be particularly important for you to consider if you are looking to recruit volunteers from outside your club.

Will they need Vetting?

Follow the ‘ECB Guidance on Roles in Cricket that require a Vetting check’ and ensure the individual is aware of this.

Selection Process

It is easy to ignore how important the selection of volunteers is. Often we will simply offer the role to the first person who shows any interest regardless of their suitability to the role. You may want to consider (depending on the role) whether you would like prospective volunteers to formally apply and be interviewed for roles, have set questions which you would like to ask, or maybe take a less formal process – but try and ensure that no matter what selection process you choose, the volunteer has the skills and experience they need.

Keeping Your Volunteers Happy - communication is the key!

Nothing frustrates a volunteer more than not being kept up to date or 'in the loop' – and it is very important that your volunteers feel they are a valued and essential part of the club. Keeping them up to date with everything that is happening during the season as well as plans for the next season is crucial. To help improve how you communicate and manage your volunteers some of the things you should consider are:

- **Holding volunteer briefings at the beginning and end of the season.** Be open and honest with your volunteers and ask how they feel and what they would like to see improved or changed. Make sure they meet the Club Welfare officer so they know who to go to if they have any concerns of a safeguarding nature.
 - **Making sure volunteers have a list of key contacts** – so that it is easy for people to keep in touch and pass on messages
 - **Highlight the commitment of volunteers at your club** – through your club newsletter, facebook or twitter page highlight and outline the fantastic work that is carried out by volunteers at your club. Especially to the players!
 - **Celebrate success** – we shout when our players do well we should do the same for volunteers! So whether it is quietly saying thank you to a volunteer or nominating somebody for an award it is important for the motivation of volunteers that they feel club members genuinely appreciate their contribution.
- **Review** - All volunteers, however dedicated to your club, will need help with their motivation. Motivation will be gained in a number of ways and you need to consider why each individual is volunteering in order to cater for their needs and interests. At the end of the season it is worth sitting down with each of your volunteers and asking some simple questions such as:-
 1. Do they enjoy their role?
 2. Are they happy to continue to do this role next season?
 3. Would they like to do a different role at the club in the future?
 4. Is there any training which they think they need?
 5. Are there any issues or problems which they would like to discuss?

County Cricket Boards – Each County Cricket Board has people in place to support volunteers. They have a great knowledge of key local programmes and support which will be available to help you recruit and manage volunteers. If you have any questions or need any help with recruiting volunteers please get in touch with your relevant County Cricket Board Officer.

ECB Sample Reference Form

(please insert name)

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

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

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

How long have you known this person?

In what capacity do you know them?

Do you think this person is suitable to help in children's cricket?
 Yes No

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

If no, can you say why?

Please tick the relevant boxes:

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

About you:

Do you have a role in junior cricket? If yes, please briefly describe what you do.

Your name:

Your address:

Your email address:

Signed:

Date:

ECB Non UK Resident Vetting Form

Reason for Applying: Please tick one box

- Attending Coaching Course as allowed by Visa / Home Office rules
 Overseas Coach (Non Tier 2/5)
- Overseas Player/Coach (Tier 2/5 Home Office Points Based System)
 Other (as allowed as by Visa / Home Office rules (please state))

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

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

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

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

Please note: Incomplete applications will not be accepted

Data Protection Statement

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

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

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

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

ECB Guidance for Staff and Volunteers Working with Children

Staff and Volunteers working with children must be vetted as per the 'ECB Guidance on Roles in Cricket that require a Vetting Check'. The club is responsible for ensuring that this happens.

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

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

Good practice means:

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

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

Poor practice means you must never:

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

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

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

Practical guidance on physical contact

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

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

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

Having the right people in place

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

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

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

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

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

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

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

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

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

Responding to disclosures, suspicions and allegations

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

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

Responding to a child who tells you about abuse

You need to:

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

keep the information to yourself.

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

Recording the incident and confidentiality

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

Information needs to include the following:

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

SEE 'What to do if you have Concerns'

ECB Guidance for Coaches Working with Children

Coaches have a vital role to play in safeguarding children in cricket and, at a club, will often become the focus for children and their activities. 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 are undertaking Regulated Activity. Clubs have a duty to check they are not barred from doing so – see ECB Guidance on Vetting Checks.

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

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

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

Child abuse and harassment can take place in many situations, from the home and school to a sporting environment. As a cricket coach you will have regular contact with children and you should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach they will look up to you and if a child decides to talk to you about abuse, you need to know what to do. You 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:

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

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

- 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. This will include routinely asking children if they have enjoyed activities in the training session and adapting activities to meet their expressed wishes, abilities, needs etc.
- Having excellent 'boundaries', so children know how to behave and what is expected of them
- Being in line with Home Office guidelines, which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care
- Not tolerating acts of aggression
- Recognising the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
- Giving positive and constructive feedback rather than negative criticism
- Encouraging children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost. Helping children acknowledge the value that good opposition offers their own development as cricketers
- Working to ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Keeping up-to-date with technical skills, qualifications and insurance in sport
- Ensuring if mixed sex teams are taken away, they are always accompanied by a male and female member of staff
- Ensuring while on tour, you do not enter a child's room or invite them into your room – except in an emergency, i.e. when very unwell
- Finding out if any children you are coaching have medical conditions that could be aggravated during playing or training
- Keeping a written record any time a child is injured in your care, along with details of any treatment provided
- Promoting good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
- Helping the ECB to work toward eradicating harassment and abuse of children from cricket

Poor practice means you must never:

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

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

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

Practical coaching guidance on physical contact

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

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

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

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

Please remember children can stereotype people by their appearance.

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

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

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

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

showers, or on a minibus

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

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

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

Responding to disclosures, suspicions and allegations

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

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

Responding to a child who tells you about abuse

You need to:

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

Having the right people in place

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

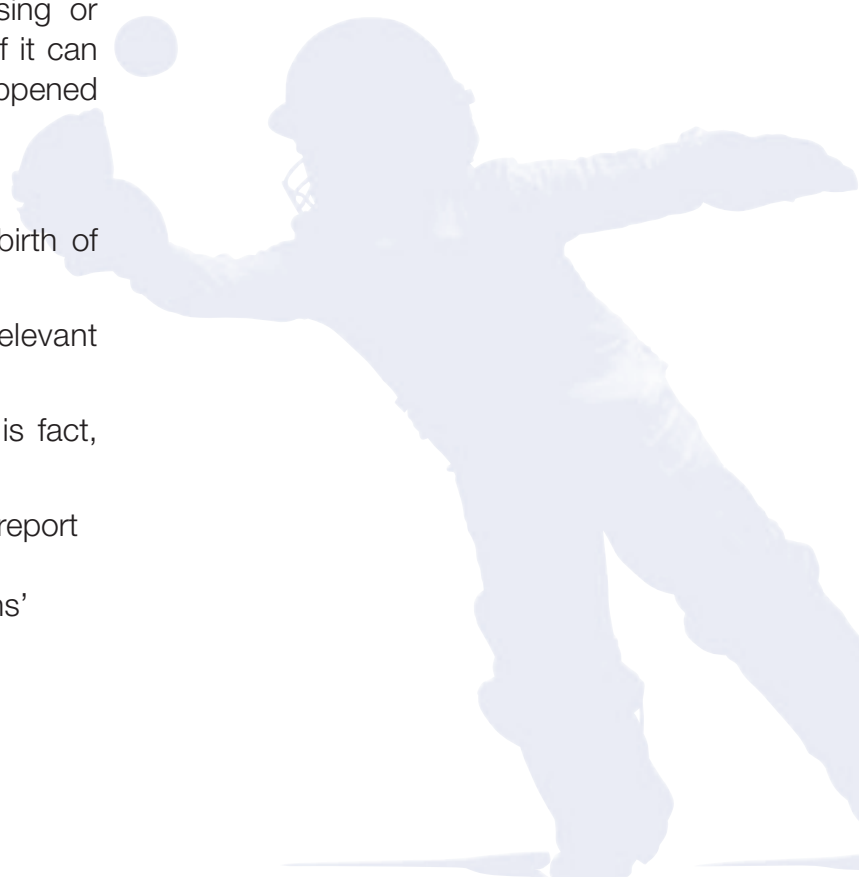
Recording the incident and confidentiality

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

Information needs to include the following:

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

SEE 'What to do if you have Concerns'



Responding to, Recording and Reporting 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 'ECB Guidance on Roles in Cricket that require a Vetting Check', and 'How to determine which roles in Cricket are Regulated Activity', 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 Safeguarding Manager and Lead Child Safeguarding Adviser.
- 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 something you or someone else has seen
- In response to signs or suspicions of abuse
- In response to allegations made against a member of staff or volunteer *BE AWARE - allegations are often made as 'complaints'. If you hear a complaint which raises concerns about a child or children, treat it initially as an allegation.
- 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 that 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.

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 Safeguarding 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

Never:

- *Approach any alleged abuser to discuss the concern*
- *Rush into actions that may be inappropriate*
- *Make promises you cannot keep*

- Reassure the child and stress that they are not to blame
- Be honest and explain you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)
- Maintain confidentiality – only tell others if it will help protect the child

Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

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
- Supporting the Club Welfare Officer is a County Welfare Officer (County WO) who is appointed by, and accountable to, the County Cricket Board. There is a County Welfare Officer for each of the ECB's County Cricket Boards.

The County Welfare Officer:

- Is responsible for all safeguarding matters within their County
- Provides support, guidance and advice directly to County Welfare Officers
- Is the first point of contact for all safeguarding matters within their County
- 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
- 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 responsible for the ECB Vetting process
- Is directly responsible to, and is supported by, the ECB Safeguarding Team and often delivers, or directs, programmes on behalf of the ECB
- Is responsible for investigating incidents and concerns
- Will ensure all appropriate initial action has been completed if an incident arises and an appropriate investigation is undertaken, if necessary

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.

- Supporting the County Welfare Officer is the ECB Safeguarding Team, part of the Ethics and Compliance Department. The Safeguarding Team:
- Advises on and assists liaison with, or referral to, the statutory agencies, i.e. police, children's social care, LADO or ISA, and so on
- Advises on any support needed for the child
- Is able to deal with clubs who have failed to comply with procedures appropriately

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.

If at any time you are unsure who you should report concerns to, speak to your Club or County Welfare officer to find out!

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.

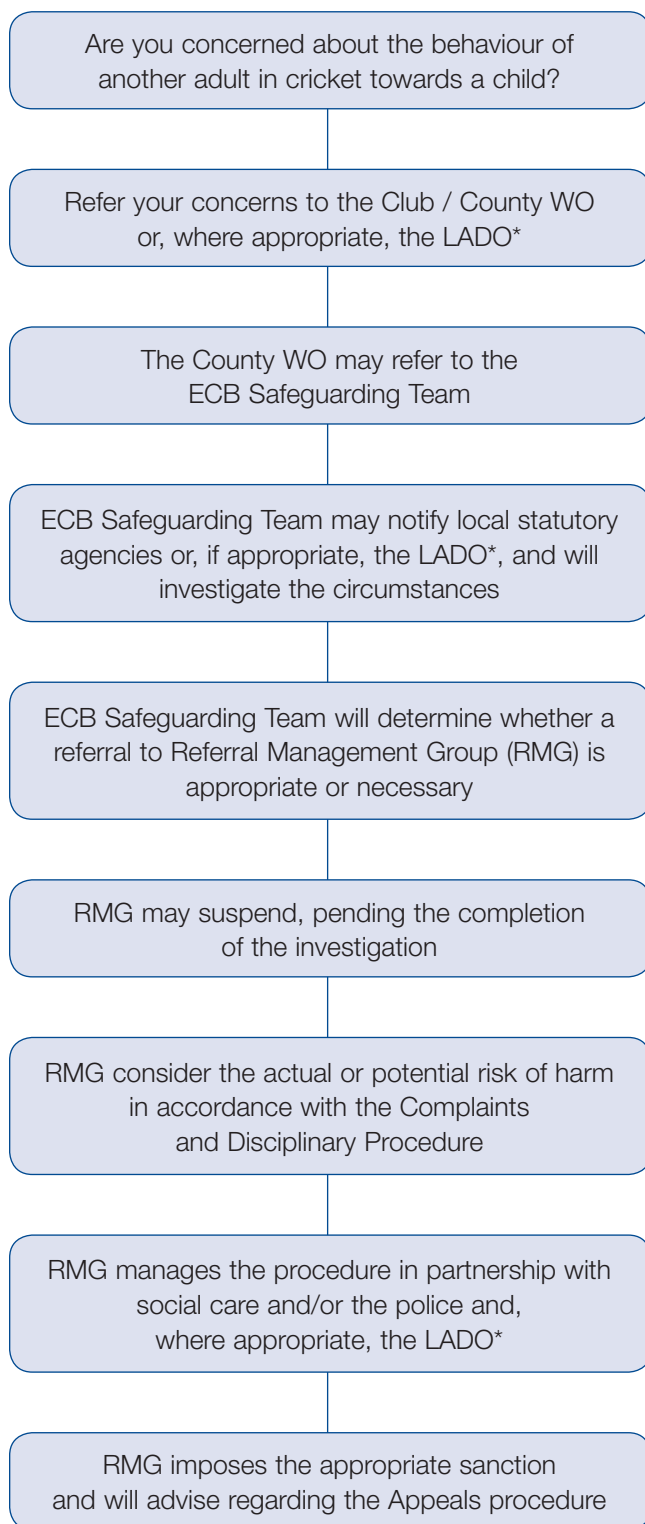
A record must be made of the name and job title of the children's social care, police or LADO member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. Wherever possible, referrals telephoned to the children's social care department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

A copy of this information should be sent to the ECB Safeguarding 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 Safeguarding Team
- If the County Welfare Officer or ECB Safeguarding 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 Safeguarding Team and explain the action taken to date
- The ECB Safeguarding Team will, where appropriate, notify the local statutory agencies or LADO, and investigate the incident if appropriate
- The ECB Safeguarding 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



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

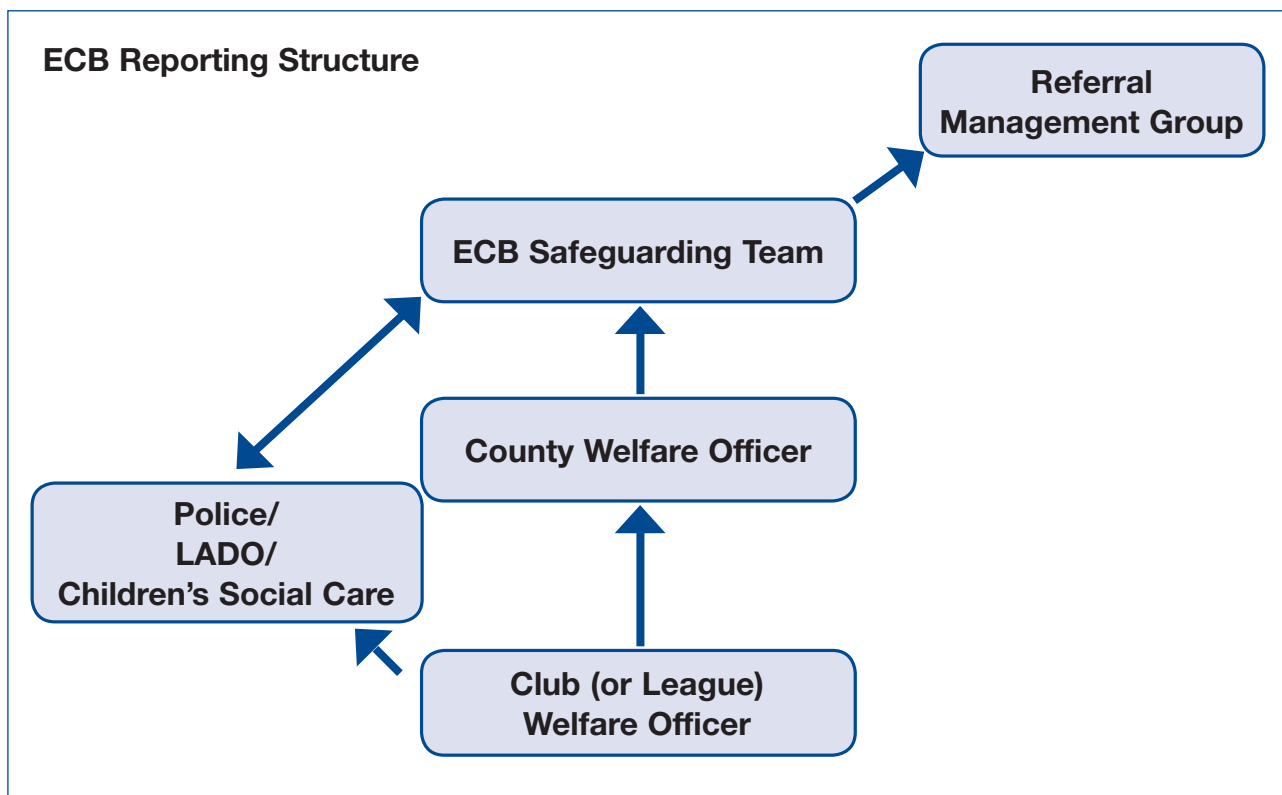
b) If the referral relates to an incident outside cricket:

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 Safeguarding Team.

The ECB Safeguarding 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 Safeguarding 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.

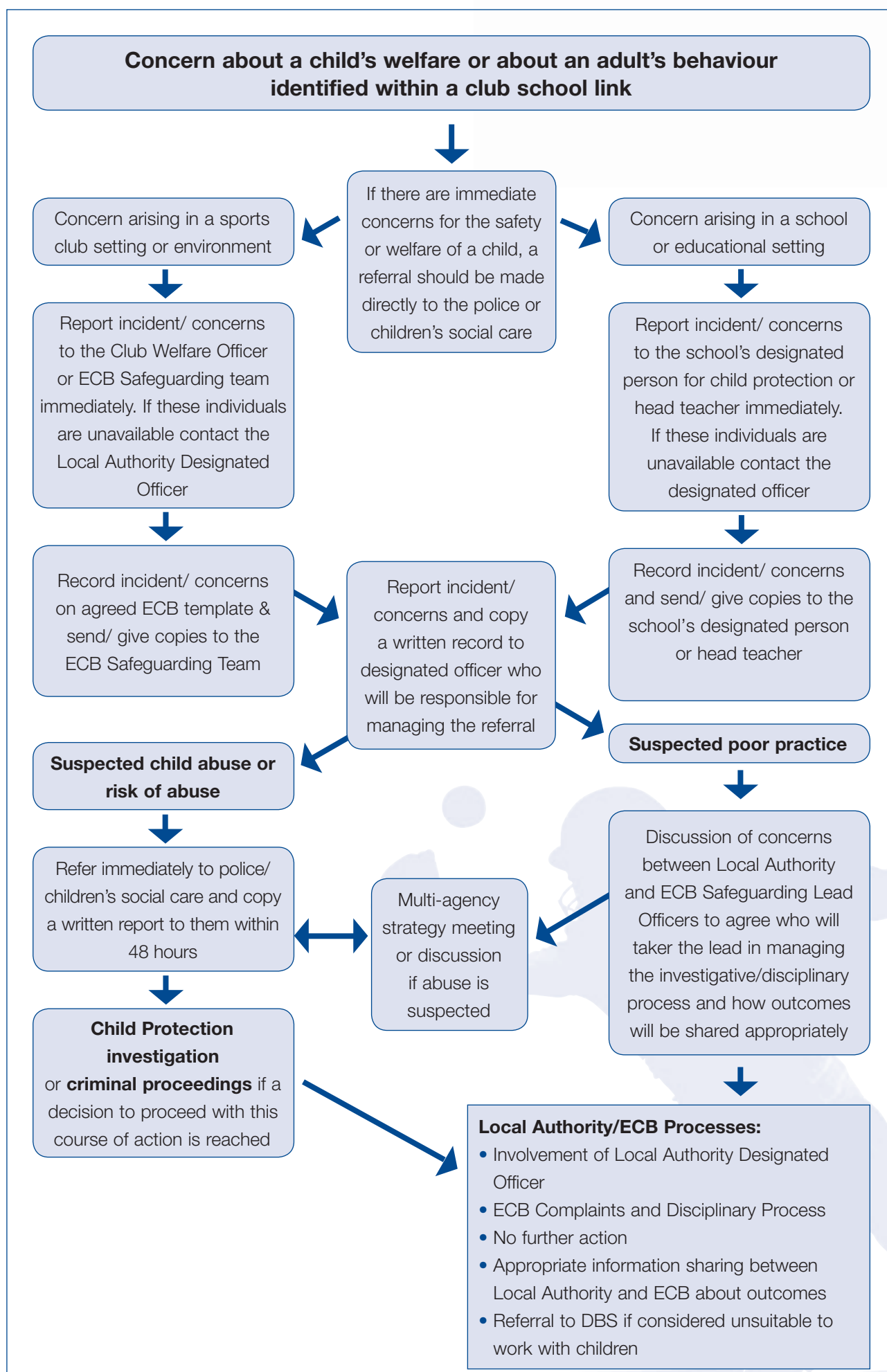
No further action will be taken under ECB procedures unless agreed with or requested by the statutory agencies or until the statutory agencies have completed their enquiries.



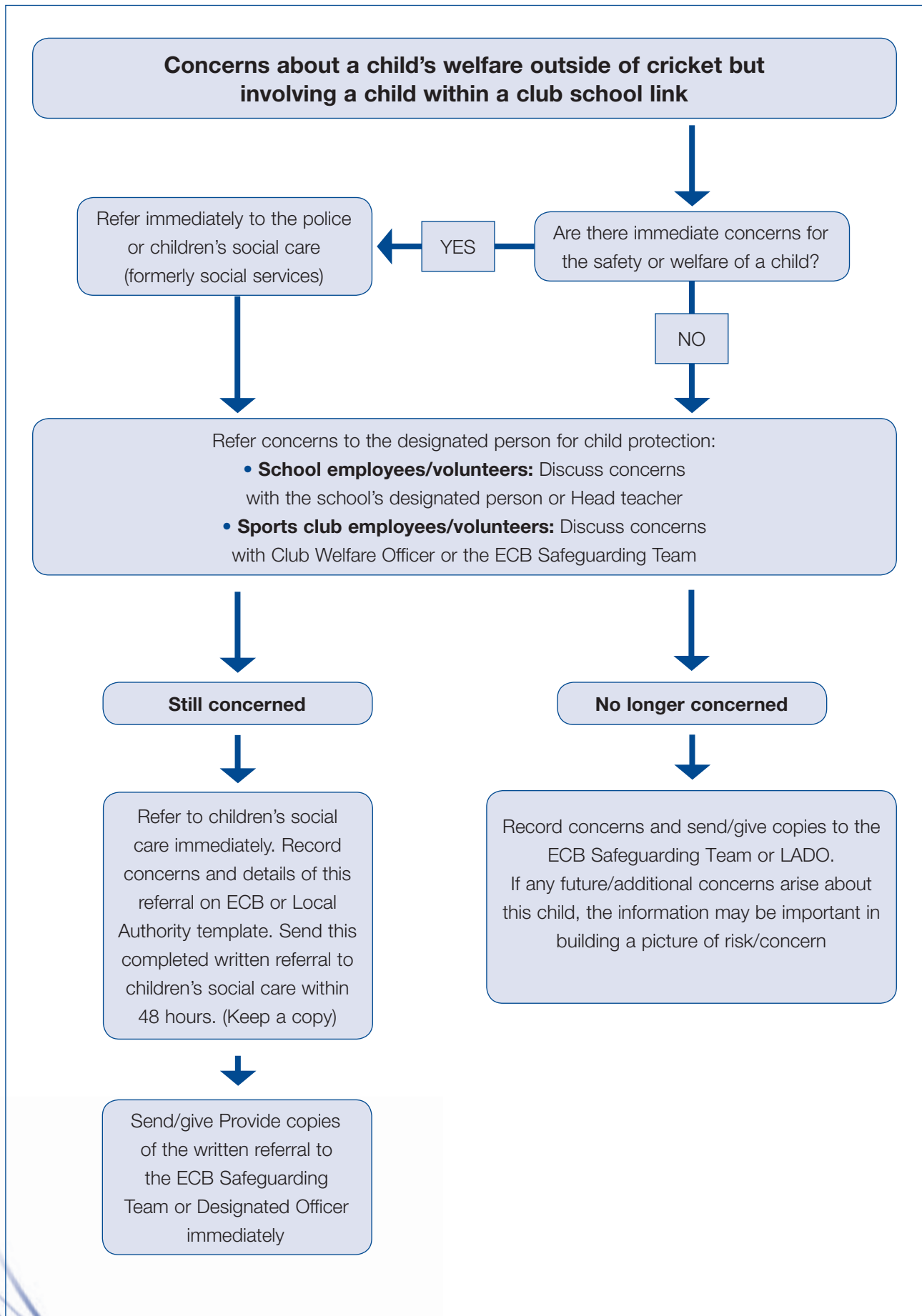
Incidents occurring in connection with a club school link

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.



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



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

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

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

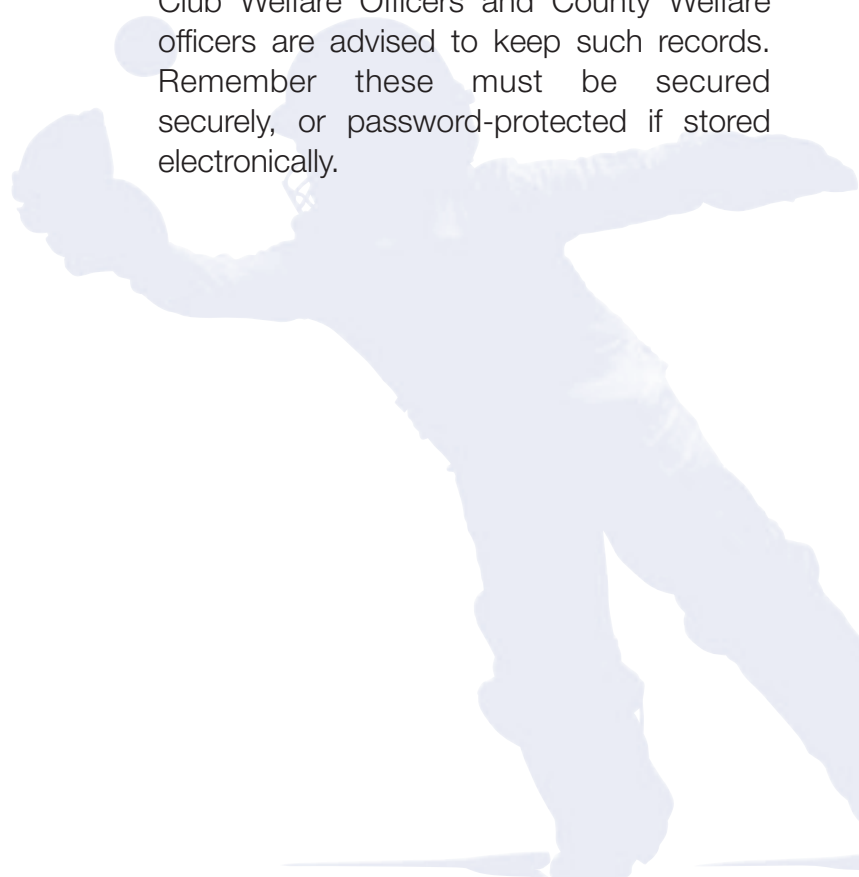
This process is greatly enhanced by accurate record-keeping. Recording is one of the '3 Rs' of safeguarding – respond - record – report.

Our record keeping must also meet the requirements of data-protection legislation – that is, it needs to be accurate, relevant, adequate and 'not excessive' in relation to the purpose or purposes for which it is kept.

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

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

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



Definition of Recording

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

What do we mean by recording?

We mean a written record that includes:

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

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

ECB Guidelines on Supervising Children at Cricket Sessions

Clubs have asked for clarification on ratios when working with children and the following guidelines apply to all cricket sessions.

It is important for clubs to remember when planning children's cricket, or general, sessions, sufficient adults must be present to adequately supervise all participants and manage any incident that may arise.

It is a basic requirement of all sessions and matches involving children that a minimum of two responsible adults will be present in all circumstances. Clubs should always plan accordingly and coaches must feel confident in raising concerns if they find themselves placed in a position where they are expected to work alone and unsupervised. In matches there must always be at least two adults present and responsible for the team.

The ECB provides two different sets of ratios for working with children. It is vital coaches, and other key club personnel, understand the distinction between these two types of ratios. They are each explained below:

Qualified coach ratios required for coaching sessions

The ECB Community Coach Education department has produced appropriate ratios based on the number of qualified coaches required to run different technical disciplines within the game. The ratios of qualified coaches to children are as follows:

- Net Coaching: 1 coach : 8 children
- Group Coaching: 1 coach : 24 children
- Hard Ball Coaching: 1 coach : 16 children

These coaching ratios are very different to the child supervision ratios, which are required at all sessions regardless of where these are held or which activities the children are doing. Details of supervision ratios are shown below:

Supervision ratios

Supervision ratios relate to managing groups of children and ensuring sufficient adults are present to deal with any issue or incident that may arise. For single sex groups, there must be at least one same gender member of staff. For mixed groups there must be at least one male and one female supervising adult.

There must always be a minimum of two adults present

Clubs must also factor in any further issues that the risk assessment of the facilities may have highlighted. For example, if the changing rooms are located several minutes walk from the training venue then the club may have to increase the number of supervisors in light of this additional information.

The supervision ratios that must be adhered to as a minimum for clubs looking after groups of children are as follow:

Aged 8 and under – 1 adult : 8 children
Aged 9 and over – 1 adult : 10 children

It is also important for clubs to note that these ratios relate to adults and children i.e. those over 18 looking after those under 18.

Volunteers who are under 18 years of age must not be used in the calculations for supervision ratios.

Drinks breaks

As part of our responsibilities in supervising children, it is vital all players drink appropriate amounts of water to avoid any possible risks of dehydration during matches and practice sessions.

The tips below are provided from the ECB Coaches' Safety Pack (Hard Copy).

Coaches, teachers, 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. The ECB Sports Science support pack (via e-learning portal) reminds us that children tend to dehydrate more quickly than adults.

Facilities and venues used for children's cricket

All clubs must ensure they have undertaken an adequate risk assessment on all facilities and venues used for any club activities, regardless of ownership of that facility or venue. This does not include away match venues for leagues but should include, where possible, facilities and venues that will be used on tours.

If clubs regularly hire facilities from other organisations such as schools or community colleges, there may be a generic risk assessment available for clubs to consider.

It is important all clubs recognise their responsibility for ensuring venues and facilities are fit for purpose.

Details on risk assessment can be found in the ECB Clubmark programme at www.ecb.co.uk/clubmark

The outcomes of risk assessments may have an impact on the session planning or co-ordination of junior club training or matches. It is important risk assessments are done in advance and updated on an annual basis, or if changes to the facility have taken place.

ECB Guidance on the Wearing of Cricket Helmets (“Head protectors”) by Young Players

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

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

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

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

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

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

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

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

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

NEW CRICKET HEAD PROTECTOR TESTING STANDARD

(More commonly known as the Helmet testing standard)

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

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

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

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

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

Head protectors that have been tested against the new standard will be clearly labelled with "**BS7928:2013**" and will contain clear labelling setting out whether a head protector has been tested against

- (i) men's standard ball size of 5 ½ ounces,
- (ii) junior standard ball size of 4 ¾ ounces, or
- (iii) both men's and junior size balls.

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

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

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

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

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

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

ECB Fielding Regulations

For reference, the ECB fielding Regulations are as follows:

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



ECB Fast Bowling Directives

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

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

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

Mike Gatting

Managing Director of Cricket Partnerships England and Wales Cricket Board



Injury prevention for fast bowlers

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

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

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

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

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

Directives for matches:

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

Directives for practice sessions:

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

1. OVERBOWLING:

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

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

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

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

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

Nets:

Outdoor:

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

Indoor:

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

Force absorption and surfaces:

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

2. TECHNIQUE:

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

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

3. PHYSICAL PREPARATION:

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

4. EQUIPMENT:

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

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

ECB Guidelines for Junior Players in Open Age Group Cricket

The ECB has issued guidance covering the selection and participation of young players in open age group cricket. This is to help clubs decide when to select young players in open age group cricket and how best to help their cricketing development when they play within open age groups. The guidance applies to boys and girls. The ECB keeps these guidelines under review and, following feedback from clubs and leagues, has revised these guidelines for the 2014 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:

General

- 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
- Clubs, squad coaches and managers must take into account the requirements on age detailed in this guidance.
- 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 – however, the minimum age guidance provided below must be adhered to.
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team
- 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
- 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
- The captain should inform the Umpires of under 18s in the side.

Restrictions

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

Minimum age

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 squad 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.

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

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

- The ECB wishes to encourage the development of girl cricketers and is happy for them to participate in boys' cricket
- Team managers and coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied they are competent to do so
- Suitable arrangements need to be in place, particularly in relation to changing facilities and transportation arrangements, if applicable
- In ECB national competitions the age group requirements apply to all players regardless of their sex
- In local Leagues, and other competitions, it is up to each League, or competition, to specify age group requirements. If girls who are older than the specified age group are allowed to play, the League must specify a maximum age for the girl players and confirm how many older girls can play in any team. The same regulations must apply to all clubs in that League or competition
- For the sake of clarity it should be understood that boys cannot play in girls Leagues or competitions unless explicit provision for this is included in the rules of that League or competition. Boys cannot play in the ECB girls' competitions

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



