



# REED CRICKET CLUB



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## **SAFEGUARDING POLICY STATEMENT**

### **DESIGNATED CRICKET CLUB CHILD WELFARE OFFICERS**

Reed Cricket Club is committed to ensuring that *all children and young people* (regardless of age, gender, race, religion, sexual orientation, ability or disability) participating in cricket have a safe, enjoyable and positive experience. (The word children and young people should be taken to mean all persons under the age of 18)

In support of child welfare, the club has two designated volunteers for Child Protection. They are:

Cilla Robertson	01763 848835	Club Welfare Officer
Bethan Smith	01763 260446	Assistant Welfare Officer

### **OBJECTIVES OF THE POLICY**

**In fulfilment of its responsibilities, Reed CC is required to:**

- Establish a safe environment in which children can learn and develop
- Ensure the practice of safe recruitment in checking the suitability of volunteers appointed to the Cricket Club
- Provide and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- Provide volunteers with relevant training and support
- Provide guidelines, codes of practices, principles and procedures to support the implementation of the policy

**Reed CC works to achieve these objectives by:**

- Ensuring that individuals working within cricket at or for the club provide a safe, positive and fun cricketing experience for children
- Adopting and implementing the England & Wales Cricket Board (ECB) "*Safe Hands – Cricket's Policy for Safeguarding Children*" and any future versions of the policy
- Appointing Club Welfare Officers and ensuring that they attend current and future training modules required by the ECB & the NSPCC, so that they have the necessary skills to be able to undertake their role effectively
- Ensuring that all people who work in cricket at or for the club, (such as Staff, Officials, Volunteers, Team Managers, Coaches etc) understand how the "*Safe Hands Policy*" applies to them according to their level of contact with children in Cricket
- Ensuring that all individuals working within cricket at or for the club are recruited and appointed in accordance with ECB guidelines
- Ensuring that all individuals working within cricket at or for the club are provided with support through education and training so that they are aware of and can adhere to good practice and code of conduct guidelines defined by both the ECB and by the club
- Ensuring that the name and contact details for the Club Welfare Officers are available as:

- the first point of contact for parents, children & volunteers / staff within the club
- a local source of procedural advice for the club, its committee and its members
- the main point of contact within the club for the ECB County Welfare Officer and the ECB Child Protection Team, and
- the main point of contact within the club for relevant external agencies in connection with child welfare
- Ensuring that correct and comprehensive reporting procedures exist for raising and managing safeguarding and child protection concerns. (These procedures recognise the responsibilities, guidelines and policies of the statutory agencies and the child protection procedures of the ECB, and Local Safeguarding Children Board LSCB.)
- Providing everyone connected with the club (including parents, children and volunteers) with the opportunity to voice any concerns which they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officers
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring that access to confidential information relating to child welfare matters is restricted to the Club Welfare Officers and the appropriate external authorities as specified within ECB Safeguarding and child protection procedures

## **GUIDELINES, CODES OF PRACTICE, PRINCIPLES AND PROCEDURES**

The following guidelines, codes of practices, principles and procedures are designed to support the implementation of the policy objectives.

1. Principles of good practice for children to learn and play cricket in a safe environment
  2. Selection and Recruitment
  3. Procedures for identifying and reporting cases of abuse
  4. Volunteers role, Responsibility & Guidance
  5. Allegations against cricket club volunteers
  6. Volunteers and Training in Child Protection
  7. Junior Section (Colts) Code of Conduct U18s
  8. Code of Conduct for cricket staff and volunteers
  9. Code of Conduct for Parents and Guardians of Cricketers U18
  10. Changing Policy
  11. Photography and Video Camera Policy
  12. Transport Policy
- Appendix 1 – Types of Abuse

### **1. PRINCIPLES OF GOOD PRACTICE FOR CHILDREN TO LEARN AND PLAY CRICKET IN A SAFE ENVIRONMENT**

- Ensure that cricket is fun, enjoyable and fair play is promoted
- Treat all children and young people equally, with respect and dignity
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of children and young people in an inappropriate context
- Always put the welfare of each children and young person first; before winning or achieving competitive goals
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open approach, e.g. no secrets)
- Recognise the developmental needs and capacity of children and young people, avoiding excessive training or competition and not pushing them against their will
- Provide enthusiastic and constructive feedback, rather than negative criticism
- Ensure that if any form of manual/physical contact is required, it should be provided openly and according to ECB guidelines i.e. High 5s and handshaking
- In the event that groups are to be supervised in the changing rooms always ensure there are at least 2 adults present
- Ensure that if mixed teams are to taken away they should be accompanied by both a male and female.
- Ensure there is regular communication with parents to gain the necessary permissions for acting in loco parentis
- Build balanced relationships based on mutual trust, which empowers children and young people to share in the decision making. (It is not acceptable for people in positions of trust and authority do have sexual relationships with 16 -17 year olds or vulnerable adults in their care.)
- Ensure each participant has completed their contact and health details form and is to hand if needed
- Record all injuries in the “Accident Book”. See CWO.
- Keep up to date with the technical skills qualifications and insurance in cricket. (All coaches to maintain their ECB Coaches Association membership.)

### **2. SELECTION and RECRUITMENT**

Appropriate recruitment and selection procedures for coaches and managers are the first line in protection of children in the context of their welfare and Reed Cricket Club have adopted those recommended in the ECB Safe Hand Policy.

### **3. PROCEDURES FOR IDENTIFYING AND REPORTING CASES OF ABUSE**

Any volunteer with a concern relating to a child or young person in the context of a child protection issue, must immediately discuss it with the Child Protection Officer. (For the definition of the categories of abuse: Physical, Emotional, Sexual, and Neglect see appendix 1 and also the ECB Safe Hands policy.)

#### **In order to facilitate good practice Reed CC will:**

- Ensure there is are designated volunteers for child protection who have received appropriate training and support for this role
- Ensure every member of the club and parents knows the names of the designated volunteers responsible for child protection and their role
- Ensure all volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated volunteers responsible for child protection
- Ensure that parents have an understanding of the responsibility placed on the Cricket Club and volunteers for child protection by setting out its obligations in Cricket Club documentation
- Effect appropriate contact with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
- Keep written records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely; separate from the main file, and in locked locations
- Provide and then follow procedures where an allegation is made against a member of the club or a volunteer
- Ensure safe recruitment practices are always followed

### **4. VOLUNTEERS ROLE, RESPONSIBILITY & GUIDANCE**

- To be aware of the possibilities which exist for child abuse and to be conversant with the Cricket Club's practice and policy on Child Protection
- Understand that volunteers are not expected to be experts at diagnosis
- In dealing with a child protection issue to remain as objective as possible. Never assume the allegation to be true or to which of the categories the children are at risk
- To record information, contemporaneously, verbatim, if possible. Not to prompt, lead or suggest information to the child
- To refer to the Cricket Club's designated CWO, or in their absence, other key volunteers, as directly as possible
- In the case of allegations brought against a colleague to refer the incident to the designated volunteer who will then follow the correct procedures
- To ensure that records of Child Protection Issues are kept on file for three years beyond the leaving age of the child
- If dealing with a disclosure of abuse, if possible have second adult present
- LISTEN, Receive, Reassure, React, Explain, Record, and Report.

### **5. ALLEGATIONS AGAINST CRICKET CLUB VOLUNTEERS**

Allegations against members of the club and volunteers must be treated with the same professional regard as those made against others. It is recognised that abuse can take place in the context of Cricket Clubs, although fortunately enough the incidences are very infrequent. It may be that allegations are falsely made. What is important is that volunteers should feel that they will be treated fairly and according to clearly set out procedures which will give them confidence that abuse and false allegations will be dealt with. Volunteers must protect themselves especially when meeting on a one-to-one basis with children and young people and should bear in mind that even perfectly innocent actions can sometimes be misconstrued.

## **6. VOLUNTEERS and TRAINING in CHILD PROTECTION**

Training needs will be assessed periodically and proportionate to the experience of the club. The Designated Child Protection Officer's training will be reviewed annually.

## **7. JUNIOR SECTION (Colts) CODE OF CONDUCT U18s**

Reed Cricket Club is fully committed to safeguarding and promoting the well being of all its junior members. The club believes that it is important that junior members, coaches, administrators and parents associated with the club are encouraged to be open at all times. Please share any concerns or complaints that you may have about any aspect of the club with Peter Wholley (01763 246656) or any member of the Club Committee.

**As a member of Reed Cricket Club you are expected to abide by the following junior club rules:**

- Act, either on or off the field of play, in a way which represents the club in a positive way and play within the laws and spirit of cricket
  - Respect opponents and match officials, coaches and team managers abide by their decisions
  - Inform the team manager, captain or coach of any abuse he or she (the player) is suffering
  - Keep to agreed timings for practice and matches and inform your coach if you are going to be late
- Wear suitable kit for all training and match sessions. When using a hard ball, batting pads, batting gloves and helmets must be worn by all children plus an abdominal protector by boys (box)
- Ensure you treat club equipment, buildings and nets with respect and that club equipment is returned to the coach at the end of each training session or match.
  - Pay membership fees promptly
  - Junior members are not allowed to smoke, consume alcohol or drugs of any kind on club premises or whilst representing the club at competitions

## **8. CODE OF CONDUCT FOR CRICKET STAFF AND VOLUNTEERS**

Coaches/Staff and Volunteers are key to the establishment of ethics in the game. Their attitude directly affects the behaviour of players under their supervision. They are, therefore, expected to pay particular care to the moral and ethical aspects of their conduct. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, this code requires all to disassociate themselves from a 'win-at-all-costs' attitude.

The health, safety, welfare and moral education of children and young people are the first priority, before the achievement of the club, coach or parent.

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation or disability
- If you see any form of discrimination do not condone it or allow it to go unchallenged
- Place the well-being and safety of the child or young person above the development of performance
- Develop an appropriate working relationship with the child or young person, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the child or young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open atmosphere)
- Do not engage in any form of sexually related contact with a player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Respect the opinions of children and young people when making decisions about their participation in cricket
- Inform Players and Parents of the requirements of cricket
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use banned substances whilst actively working with children and young people in the club. This reflects a negative image and could compromise the safety of the players
- Do not give children or young people alcohol when they are under the care of the Club/League/County Board
- When taking young participants by car, put them in the back seat and your own child in the front seat
- Hold relevant qualifications and insurance cover
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of cricket e.g. fair play
- Follow ECB guidelines set out in Safe Hands Crickets Policy for Safeguarding Children and any other relevant guidelines issued
- Attend appropriate training to keep up to date with your role and the Welfare of the child or young person. Ensuring your CRB is up to date.
- Report any concerns you may have in relation to a child or young person, following reporting procedures laid down by the ECB.

## **9. CODE OF CONDUCT FOR PARENTS AND GUARDIANS OF CRICKETERS U18**

Parents have a great influence on children's enjoyment and success in cricket. Children play cricket because they enjoy the game. Positive encouragement by parents will contribute to this enjoyment, will add to a sense of self-esteem and personal achievement and will improve the child's skills and technique.

With the growth of the youth section parents or guardians are required to provide assistance at training and matches on a rota basis.

### **Parents and guardians should therefore;**

- Be respectful of other parents and guardians; recognise the value of all players
- Respect the authority of the coach.

- Publicly respect the umpire's decisions. Discourage unfair play and arguing with officials
- Ensure players are punctual for training and matches
- Ensure players attend training and matches appropriately dressed
- Ensure your child treats club equipment, buildings and nets with respect and that club equipment is returned to the coach at the end of each training session or match.
- Act as the match day assistant to ensure that children and young people act appropriately
- Help at matches by scoring or umpiring matches where possible, remembering the need for absolute fairness
- Not use foul or abusive language or any language which is contrary to the club's Anti Discrimination policy
- Provide necessary transportation to and from home and away matches
- Recognise fair play, fun and developing team awareness and recognise that friendships are more important than winning
- Accept that your child will not always be picked for the side
- Inform the team manager or coach of non-availability as soon as practicable
- Ensure your child understands the standards of the club when representing the club
- Ensure subscriptions are paid in a timely manner
- Support financial fund-raising events
- Encourage your child to learn the laws of cricket and play within them
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Support your child's involvement and help them to enjoy their sport

We also encourage parents, guardians and other supporters to applaud good play by the opposition as well as the home team. Encourage your child to learn the laws of the game and play within them and discourage unfair play or arguing with match officials. Help your child recognise good performance, not just results. Never force your child to take part in sport nor belittle a child for losing or making mistakes.

## **10. CHANGING POLICY**

The club has adopted the following ECB principles:

- 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 i.e. when padding up
- If Adults and children need to share a changing facility, the Club must have consent from the Parents that their child(ren) can share a changing room with Adults in the club
- If children play for Adult Teams, they and their Parents must be informed of the Club's policy on changing arrangements
- Mixed gender teams must have access to separate male and female changing rooms
- Mobile phones must not be used in changing rooms

Please note that if children are uncomfortable changing or showering with at the Club, no pressure should be placed on them to do so. Encourage them to do this at home.

## **11. PHOTOGRAPHY AND VIDEO CAMERA POLICY**

The club has adopted the following ECB principles relating to the use of cameras during matches, training sessions and other club occasions:

- Photographs / images are not to be taken at matches or training without the prior permission of the parents/carers of the children. 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.
- The children should be informed that a person will be taking photographs.
- The children should be informed that if they have concerns they can report these to the coach or team manager.
- Concerns regarding inappropriate or intrusive photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection concern.
- It is recommended that Cricket tournaments / festivals / events / competitions set up a camera registration book for parents to complete.

It is recommended that all Cricket Clubs as well as Tournament / Festival / Event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below.

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

- Ask for parental permission to use their child's image and wherever possible show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent Cricket and the Club
- Ask for the child's permission to use their image. This ensures that 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 care should be taken in the storing of such films.

The Parents/Carers and children must provide written consent for the use of photography and video analysis. (Please see Reed CC Player Profile Form)

## **12. TRANSPORT POLICY**

The club has adopted the following ECB principles in relation to transporting children to and from matches and training. The Club must ensure that it has 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 the start of year / season meeting is used to distribute information relating to all planned away fixtures or competitions to provide Parents / Carers with an opportunity to make appropriate arrangements.

Coaches and Club Staff will be responsible for the 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 Reed CC Player Profile Form).

The Club will 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.

## **Appendix 1**

### **PHYSICAL ABUSE**

This is the physical injury to a child where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented. This can include for example, non-accidental cuts, bruises, wounds, burns fractures, bites, deliberate poisoning, attempted drowning, attempted smothering and Munchausen’s syndrome by proxy.

### **EMOTIONAL ABUSE**

This category deals with the persistent or severe emotional ill treatment of a child which has a severe, adverse effect upon the behaviour and emotional development of that child. It’s diagnosis will require medical, psychological, psychiatric, social and educational assessment. It is accepted that all abuse involves emotional abuse but this category supersedes only when it is the main of the sole form of abuse.

### **SEXUAL ABUSE**

This is the involvement of dependent (legally under 18), developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent.

**Under no circumstances can under-age sex issues remain secret.** In the case of a disclosure of sexual abuse, the referral to the social services will action contact with the police.

### **NEGLECT**

Neglect is the persistent or severe neglect of a child which results in serious impairment of that child’s health or behaviour. This may be exposure to danger or by repeated failure to attend to the physical needs and developmental needs of a child. The non-organic failure of a child to thrive may result from neglect of a child but will always require medical diagnosis by appropriate exclusion or organic causes.

*Policy reviewed 10.11.08. Policy to be reviewed annually.*