# Barford Cricket Club

# Safeguarding Policies and Procedures

# Updated Jan 2020

**Club Welfare Officer: Paul Henderson (07931 316847)**

**Content:**


**Page 2 - Safeguarding Policy Statement**

**Page 3 - Reporting a Safeguarding Concern**

**Page 4 - Code of Conduct**

**Page 6 - Changing and Showering Policy**

**Page 6 - Policy on Transporting Children, Drop Off & Safe Collection**

**Page 7 - Missing Child Policy**

**Page 7 - Policy on Welcoming & Safeguarding Children with a Disability**

**Page 8 - Social Media, Text and Email Policy**

**Page 8 - Photography and Filming Policy**

**Page 9 - Policy for Managing Children Away from the Club (Touring)**

**Page 9- Children playing in Adult Matches**

**Page 10 - Anti-Bullying Policy**

# Barford Cricket Club

# Barford Cricket Club – Safeguarding Policy Statement

## Barford Cricket 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:

1. 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
2. Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
3. Adopting and implementing the England and Wales Cricket Board (ECB) "Safe Hands – Cricket's Policy for Safeguarding Children" and any future versions of this
4. Appointing a Club Welfare Officer and ensuring they attend all current and future training modules required by the ECB
5. 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
6. Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
7. 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
8. Ensuring the name and contact details of the Club Welfare Officer is available:
    a. As the first point of contact for parents, children and volunteers/staff within the club
    b. As a local source of procedural advice for the club, its committee and members
    c. As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
    d. As the main point of contact within the club for relevant external agencies in connection with child safeguarding
9. Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
10. 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
11. 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.
12. Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
13. 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

# Reporting a Safeguarding Concern

Barford Cricket Club is firmly committed to providing an environment that is safe and welcoming for children (under 18) to enjoy the game.

Creating a culture where their views are asked for, as well as being able to offer their own opinions, helps develop an environment where children feel able to share concerns and everyone can challenge poor practice or behaviour.

**If you have any concerns about a child or the behaviour of an adult you should share these immediately:**

Club Welfare Officer: Paul Henderson (07931 316847) paul_henderson54@yahoo.com

Club Chairman: Sandy Peirson (01926 624145)

County Welfare Officer: Amanda Felton at amanda.mcculloch@blueyonder.co.uk

The ECB also encourage anyone with any concerns to contact them. You can do this by calling 020 7432 1200 and asking for a member of the safeguarding team or by emailing safeguarding@ecb.co.uk. Alternatively, please contact the NSPCC.

If a child is at immediate risk do not hesitate to call the Police or local services.

# Barford Code of Conduct for Cricket Club Members

**CODE OF CONDUCT FOR JUNIOR MEMBERS AND YOUNG PEOPLE**

Barford Cricket Club is fully committed to safeguarding and promoting the well-being of all its members. Barford Cricket Club believes that it is important that members, coaches, administrators and parents, carers or guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club. As a member of Barford Cricket Club you are expected to abide by the following junior code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants, including opponents and match officials, regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit, including protective equipment, for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for membership, training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

**CODE OF CONDUCT FOR ADULT MEMBERS AND GUESTS**

Members and Guests of Barford Cricket Club are required to abide by the provisions of this Code of Conduct and any subsequent updates as may be in force from time to time, and by their presence on club premises or at club events or activities are deemed to have accepted and to abide by the provisions of this Code and any other relevant Codes of Conduct, Rules or Regulations the Club has adopted. These policies are on display on the club website. All Members and Guests of Barford 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 e.g. fair play
- Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results
- Pay any fees for membership, training or events promptly
- Place the well-being and safety of children above the development of performance
- Ensure that 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

- Never punish or belittle a child for making mistakes
- Not smoke, drink or use banned substances whilst actively 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 procedures laid down by the ECB.
- If a breach of the provisions or principles of this Code occurs or is reasonably suspected to have occurred the Club reserves the right to take such action as it deems appropriate, including, but not limited to, asking the person responsible for the breach to leave the Club premises. Any disciplinary or complaint hearings in connection with a breach of these rules shall be dealt with in accordance with the disciplinary procedure as set out in the Club constitution or Cricket Section Regulations as may be amended from time to time.

# Barford Code of Conduct for Cricket Club Officers and Volunteers

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

1. Have been appropriately vetted, if required
2. Hold relevant qualifications and be covered by appropriate insurance
3. 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.
4. Inform players and parents of the requirements of cricket
5. Know and understand the ECB's "Safe Hands – Cricket's Policy for Safeguarding Children"
6. Develop an appropriate working relationship with young players, based on mutual trust and respect
7. Ensure physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player's full consent and approval
8. 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"
9. Attend appropriate training to keep up to date with their role, especially with respect to the safeguarding of children

# Changing and Showering Policy

1. Adults must not change or shower, at the same time using the same facility as children (under 18s).
2. Adults should change at separate times to children during matches if possible. Good practice is for door signage to reflect adult or junior changing.
3. Adults will need to ensure that changing rooms are being used sensibly and safely and may need to supervise. Where this occurs it is recommended that two adults are present.
4. For away fixtures it should be quickly enquired and communicated whether there is a separate changing facility is available.
5. 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.
6. If children play for Open Age teams, they, and their parents, must be informed of the club's policy on changing arrangements.
7. Mixed gender teams must have access to separate male and female changing rooms.
8. Mobile phones must not be used in changing rooms.
9. If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. It is suggested instead that they may change and shower at home.

# Policy on Transporting Children, Drop Off and Safe Collection

1. The club 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 not the responsibility of the coach, captain or team manager to transport, or arrange to transport, the children to and from the club or match.
2. 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.
3. Coaches and captains will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds. However, parents/carers should inform the coach if they are not staying for the training/match. This ensures effective handover of responsibility.
4. A register should be kept to mark children's arrival and safe collection.
5. The coach should have with them an emergency contact list. This can be used in case of injury, illness, distress, cancellation of play or late collection of children.
6. Parents/carers should arrive at least 15 minutes before the end of training and 30 minutes before the scheduled end of a match. This should ensure swift collection of children and avoid unnecessary stress on the child and unfair time demands on our volunteer coaches.
7. In the case of late collection, two adults should stay and supervise the child. If parents are over 30 minutes after the cessation of play, the coach/captain should contact the Club Chairman or Welfare Officer for support.
8. The Club Welfare Officer should be informed by the coach/captain if parents/carers are repeatedly late collecting a child. A meeting to discuss the issue will take place. If the problem persists a final warning letter will be issued and ultimately membership will be cancelled.
9. The club must receive permission from parents/carers for children to participate in all competitions and away fixtures/events.

# Missing Child Policy

1. Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
2. 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
3. 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
4. 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.
5. Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
6. Request all those searching to report back to a nominated adult at a specific point
7. 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
8. 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.
9. 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
10. 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

# Policy on Welcoming and Safeguarding Children with a Disability

Barford Cricket Club is 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.

1. 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.
2. 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.
3. 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.
4. 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-childrenand-young-people

# Social Media, Text and Email Policy

1. Club Members and officials should always work in an open environment (i.e. avoid private, or unobserved, situations and encourage an open environment). 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. It must be remembered that a child is anyone under 18.
2. Child club members should not use digital communication to make contact with adult club members, captains and/or coaches. This should be done by their parents.
3. Children should not be part of club social media forums unless written parental consent is obtained.
4. Adult club members are reminded of the importance of not posting any images or text that could be deemed inappropriate or offensive.

# Photography and Filming Policy

This policy relates to the use of cameras during matches, training sessions and on other club occasions. The guiding principles are:

1. 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.
2. 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.
3. The children should be informed a person will be taking photographs.
4. The children should be informed that if they have concerns they can report these to the coach or captain.
5. 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.
6. It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete.
7. 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):

8. 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
9. 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
10. If the cricketer is named, avoid using their photograph
11. If a photograph is used, avoid naming the child
12. 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
13. 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:

14. 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.
15. The parents/carers and children must provide written consent for the use of photography and video analysis.

# Policy for Managing Children Away from the Club (Touring)

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

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

1. 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
    - Name and contact number of the person acting as the 'Club Home Contact'
    - Arrangements for food and drink
2. Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part.
3. Determine appropriate staffing and staff training arrangements
4. 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
5. The Club Home Contact should be a member of the club who has been appropriately vetted.

Please also refer to the linked policy on Transporting Children, Drop Off and Safe Collection

# Children Playing in Adult Matches

1. Barford Cricket Club is keen to develop young cricketers and will often invite juniors to represent adult sides as long as they are deemed sufficiently physically robust and skilful enough to ensure a positive experience.
2. Children selected should not be brought along as fielders only. It is important that they feel valued members of the team and that their skill are developed.
3. ECB age restrictions must be applied (e.g. numbers of overs, helmets, fielding positions).
4. The policies and procedures laid out in this handbook apply to children playing in adult matches. Captains and coaches of adult sides must be familiar with all of these policies.
5. 16 and 17 year olds will often play in adult sides but it must be remembered that in the eye of the law they are still children and no softening of our policies should take place.

# Anti-Bullying Policy

Barford Cricket Club is 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

• Agreeing behaviour contracts

• Having discussions about bullying and why it matters