

## **Safeguarding Policy for Delivering Online Virtual Meetings to Under 18s**

### **Definitions - In this Policy the following terms/expressions shall mean:**

- the term “Surrey Cricket” means The Surrey County Cricket Club, Surrey Cricket Foundation and Kennington Oval Limited
- the terms ‘child’ or ‘children’ apply to anyone under the age of 14 and for the avoidance of doubt under the age of 18 and or “young people” apply to anyone over the age of 14 but under the age of 18
- the term ‘parent’ applies to anyone with guardianship or caring and parental responsibility for the child/ren and or young person/s
- the term ‘staff’ applies to coaches, team managers and all employees whether full time or part and volunteers working for and on behalf of Surrey Cricket
- the term ECB means the England and Wales Cricket Board
- the term “Safe Hands” means crickets policy for safeguarding children.

### **Statement of Intent**

This safeguarding policy outlines the measures and guidelines that Surrey Cricket follow, to ensure the safety and well-being of under 18s participating in online virtual meetings. The policy applies to all staff, volunteers, and participants involved in delivering and attending these meetings.

### **Introduction**

Surrey Cricket is committed to providing a caring, friendly, inclusive, and safe environment for all our children, young people and adults considered at risk whether they are playing cricket, attending a coaching session, or visiting a venue as a spectator. Bullying of any kind is unacceptable and will not be tolerated. If bullying does occur, all children, young people should be able to tell someone and know that their complaint will be dealt with promptly and effectively. We are a TELLING organisation. This means that anyone who suspects that bullying is happening is expected to report it.

### **Safeguarding considerations**

Safeguarding should be at the forefront of planning and delivery of any virtual activity in the same way as it would be for a face-to-face event. You should ensure:

- the activity is appropriate for the young person's age, ability, and physicality.

- a risk assessment is undertaken.
- you have consent from parents for the child to take part.
- young people are informed of the appropriate dress code for the activity.
- you have informed participants and parents that the virtual meeting or session will be recorded.
- more than one adult is involved in the facilitation of the activity, and all facilitators should receive any completed videos for monitoring purposes.
- procedures are in place for how data (including photographs and videos) are stored securely, encrypted, and deleted in a timely manner.
- event facilitators have the contact details of a designated person who will manage any concerns pre-, during and post-event; young people must also be given this information.
- the environment in which the young person takes part is appropriate (for example, not in a bedroom) and that:
  - other family members or people should not be in view.
  - anything that provides personal or identifying information (including car number plates, house numbers, street names, and school or club logos) should be out of sight — this applies to both young people and activity leaders.

### **Communicate with parents and young people.**

Prior to the virtual activity, organisers should provide some basic information to both parents and young people:

- what the event is and what the aims are
- who else will be involved — adults and other young people.
- whether the activity will be available for anyone to view online or whether it is for a closed audience (for example, School Games organisers or coaches); young people need to understand this in order to feel comfortable and confident taking whether any videos or photographs will be posted online after the event
- where materials are to be kept, how they will be stored securely.
- guidance for parents and young people on the appropriate online platforms to use
- inform parents that the online meeting or session will be recorded for safeguarding purposes and will be stored in a secure location and not shared publicly

### **Delivering a virtual activity for competition entry**

Those involved in a virtual event should have received appropriate safeguarding training and be aware that young people could disclose something in an online environment.

Organisations should ensure that those facilitating events online are recruited through safe recruitment procedures in the same way as for physical delivery. Be aware that under normal

circumstances at a large face-to-face event there generally will be many adults involved, so single online interactions with a group has different risks.

*Strict rules must be in place during the virtual competition, including:*

- no one-to-one interaction online between an adult and a young person
- no contact online between adults and children outside of the activity
- use of an appropriate platform for videos or photographs — only those involved in the project should be able to view the images and videos
- the adults delivering the activity must be competent in running events virtually and be able to monitor throughout
- more than one adult from the organisation delivering the activity should be aware the activity is taking place, with an option to monitor if required
- the organisation's safeguarding lead officer should be made aware of the event, details of those delivering, the platform being used and which group of young people are involved
- for security, there should be encryption or password protection on any uploaded items from young people
- sessions/events must be recorded for safeguarding purposes to ensure safety for all involved

## **Risk Assessment**

Surrey Cricket will ensure that a thorough risk assessment will be conducted to identify potential risks and hazards associated with online virtual meetings. This assessment will include considerations such as privacy, data protection, online behaviour, and appropriate content. Virtual meetings or sessions must be recorded.

## **Consent and Parental Permission**

Prior to participating in online virtual meetings delivered by Surrey Cricket, written consent and parental permission will be obtained for each under 18 participants. This consent will include acknowledgment of the potential risks and agreement to adhere to the meeting guidelines.

## **Code of Conduct**

All participants, including SCCC staff, volunteers, and under 18s, will be required to adhere to a code of conduct. This code will outline expected behaviour, appropriate language, and respect

for others. Any breach of the code will be addressed promptly and may result in disciplinary action or removal from the meeting.

## **Privacy and Data Protection**

Personal information and data of under 18 participants will be handled in accordance with the SCCC data protection laws. All data will be securely stored and only accessed by authorized personnel. Participants will be educated on the importance of privacy and advised not to share personal information during the meetings.

## **Supervision and Monitoring**

Under 18 participants will be supervised and monitored by designated SCCC staff throughout the virtual meetings. This supervision will ensure the safety of participants and enable immediate intervention if any concerns arise.

## **Reporting and Responding to Concerns**

Any concerns or incidents related to the safety and well-being of under 18 participants will be reported immediately to the SCCC Club Welfare Officer. The SCCC CWO will follow the appropriate reporting procedures and take necessary actions to address the concern, including involving relevant authorities if required.

## **Technical Safety Measures**

Appropriate technical safety measures will be implemented by SCCC to ensure the security of online virtual meetings. This may include password protection, restricted access, and secure platforms. Participants will be educated on the importance of maintaining the confidentiality of meeting links and passwords.

## **Staff**

All SCCC staff involved in delivering online virtual meetings will receive comprehensive training on safeguarding procedures, recognizing signs of abuse, and responding to concerns.

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## **Review and Evaluation**

This SCCC safeguarding policy will be regularly reviewed and evaluated to ensure its effectiveness and compliance with changing regulations. Feedback from participants, staff, and volunteers will be sought to identify areas for improvement and implement necessary changes.

By adhering to this safeguarding policy, we aim to create a safe and secure environment for under 18 participants in online virtual meetings.

If you have any concerns relating to this policy or the delivery of virtual meetings please contact :

County Safeguarding Officer Heidi Langrish on [safeguarding@surreyccricket.com](mailto:safeguarding@surreyccricket.com) or by mobile on 07843977020

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**Review date:** October 2026

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