



## **CRICKET EAST CHILD WELFARE POLICY SAFE HANDS**

The England and Wales Cricket Board Ltd (ECB) and Cricket East are committed to ensuring that all young people (those under the age of 18) who play cricket have a safe and positive experience.

Cricket East is committed to developing and implementing policies and procedures, which ensure that everyone knows and accepts their responsibility in relation to a duty of care for young people. It is committed to ensuring that there are correct and comprehensive reporting procedures, by promoting good practice and sound recruitment procedures for all individuals working within cricket.

Cricket East recognizes that it is not the responsibility of those individuals working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns. The policy sets out a framework to fulfill Cricket East's commitment to good practice and the protection of young people in its care within cricket.

A variety of titles have been used within this policy document to describe the people working in cricket, such as 'Staff', 'Official', 'Volunteer', 'Team Manager' etc. This policy applies either directly or indirectly to all individuals working within cricket (in a paid or voluntary capacity) according to their level of contact with young people in cricket. If you have any doubt as to its relevance to your role, please contact Cricket East County Welfare Officers (see below).

The policy can be accessed through the Cricket East website [www.cricketeast.co.uk](http://www.cricketeast.co.uk)

### **Underpinning Principles**

- All young people within cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected;
- All young people participating in sport and in particular cricket, have a right to do so in a safe environment;
- Adults working within cricket will provide a safe, positive and fun cricketing experience for young people;
- Adults - volunteers, coaches, umpires and scorers – will understand and be supported in their role and responsibility with regard to the duty of care for young people;
- Individuals will receive support through education and training, to be aware of and understand best practice and how to manage any welfare issues which may come to light.

### **Principles of Good Practice**

- Ensure that cricket is fun, enjoyable and fair play is promoted;

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- Treat all young people equally, with respect and dignity;
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people;
- Always put the welfare of each young person first, before winning or achieving goals;
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment, e.g. no secrets);
- Build a balanced relationship based on mutual trust, which empowers young people;
- People to share in the decision-making process;
- ECB adopts Home Office guidelines, which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16-17-year-olds or vulnerable adults in their care;
- Recognise the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will;
- Give enthusiastic and constructive feedback, rather than negative criticism;
- Ask each participant to complete a Player Profile Form providing details on:
  - name, address, date of birth;
  - experience of playing cricket;
  - any medicines being taken;
  - existing injuries;
  - emergency contact details of a parent or carer;
  - ensure the information on the Player Profile Form is to hand, in case of emergency.

The following will be undertaken by Cricket East as part of the adoption of the 'Safe Hands' policy:

- Keep a written record of any injury that occurs, along with the details of any treatment given;
- Ensure that if any form of manual/physical contact is required, it should be provided openly and according to guidelines provided by Cricket East/the ECB;
- Keep up to date with the technical skills, qualifications and insurance in cricket. All coaches will maintain membership of the ECB Coaches Association, to ensure that they are insured and up to date;
- If groups have to be supervised in the changing rooms, Cricket East staff will always ensure that parents/coaches/officials work in pairs;
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff (please note that same gender abuse can also occur);
- Ensure that at tournaments or away/overnight fixtures, adults do not enter young people's rooms without following appropriate guidelines, or do not invite young people into their rooms;

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- Ensure regular communication with parents/carers, gaining written consent:
  - to act in loco parentis, if the need arises, to give permission for the administration of emergency first aid and/or other medical treatment.

### **Volunteer Selection Procedures**

All members of staff (whether paid or voluntary) with direct contact with young people will be screened. They will be entitled to rely on the screening procedure described below and any other information in their possession.

Screening will involve a procedure of a self-declaration form including references upon application for a Cricket East role and a full DBS check for those who are regularly in close contact with the junior members. This will be a mandatory requirement for team managers and coaches. Cricket East Umpires will also be screened.

A volunteer covered by this requirement will be given access to a copy of this policy document and make a declaration in the prescribed form to the County Welfare Officer on certain information about criminal convictions, sanctions and Social Services Department listings.

### **Complaints Procedures**

All complaints should be reported to the County Welfare Officer or to Cricket East. Adults or juniors who wish to make a complaint may prefer first to talk to a team manager who will pass on the information. Where the panel decides on disciplinary action, Cricket East must be consulted.

The CWO is not responsible for determining whether abuse has taken place but to consider the substance of complaints and decide the most appropriate response.

### **Away Fixtures**

Cricket East will appoint a Team Manager with clear roles and responsibilities:

- Advise parents/guardians of where and when the fixture(s) are;
- Cricket East will ensure that sufficient staff/parents, to maintain a ratio of 1:8 children is maintained to manage and look after the young people;
- Cricket East will ensure that written permission from parents/guardians is given for transporting and supervising their sons/daughters while in Cricket East care;
- Cricket East teams will act within ECB/Cricket East Code of Conduct;
- Cricket East staff who are responsible for young people within the team have been recruited and checked, in accordance with the Cricket East/ECB Welfare of Young People Policy;
- A risk assessment will be conducted;

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- Parents/guardians may call Cricket East Office 01480 273069 as a point of contact regarding transportation if required.

This will be managed as follows:

A letter to the parents at the beginning of the season, detailing all away games, pick-up and drop-off points (e.g. the specified collection point(s), times, location of game, who the volunteer drivers are, other than parents) including a permission form for the season, giving the following information:

- method of transport;
- pick-up point;
- time of departure;
- time of return;
- the destination and venue;
- competition details;
- name of Team Manager and coaches responsible for the team/s;
- contact details for the Team Manager and coaches;
- contact details and any medical information for the members of the team;
- kit requirements;
- cost implications i.e. cost of transport, competition fee and pocket money required.

If any of the arrangements change, once written consent is given, where practically possible the parents will be informed of appropriate changes.

### **Transport (away fixtures) Private Cars**

Parents or guardians are responsible for the transport arrangements of their children to the venue of matches and practice sessions. Parental consent is required whenever volunteers and other adults transport a junior. This will be by way of a written authority and for children under twelve, specific verbal approval for each journey. Although volunteers may help in the arrangement of transport, neither they nor Cricket East can be held liable for any accident that occurs during the journey.

It is the responsibility of the parents and guardians of juniors to ensure that children are supervised both at the time of dropping off and taking home, i.e. when dropping off young children at the specified location, it is essential to ensure that the particular event (match/practise) has not been cancelled and that adult supervision has arrived. Children under twelve should not be left unsupervised in any location at any time.

In relation to the transporting of junior cricketers, Cricket East volunteers and other adults should observe the following:

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- Drivers must register their vehicle with Cricket East using the Private Vehicle Registration Form. A list of registered drivers will be held by Cricket East (The Knowledge Centre, Suite KC5, Wyboston Lakes Resort, Great North Road, Wyboston, Bedfordshire MK44 3BY);
- Drivers must ensure the safety of passengers;
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover;
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit;
- Drivers must be aware of their legal obligations when transporting young cricketers;
- Parents/guardians or carers must give written permission if their child/children are being transported in another adult's car;
- Clear information on the expected time of departure and arrival needs to be communicated to relevant people i.e. parents/guardians or carers;
- Drivers should not be alone with a young person in the car at any time. If this situation arises, drivers need to ensure that the young person is in the back of the car.

### **Supervision**

- All Cricket East Staff – paid or voluntary – must comply with and have been checked through the recruitment procedure;
- Within the group of staff responsible for the team, there will be a nominated person who is familiar with and who has received training on the Welfare and Child Protection policies and procedures for Cricket East/ECB;
- For single sex groups, there will be at least one same gender member of staff;
- The Team Manager will be supplied with a list of: ○ full Itinerary ○ team list ○ contact details ○ medical details ○ travel arrangements

Details for away trips involving overnight stays and/or the hiring/use of minibuses etc. will be dealt with on an individual case basis.

### **Photography**

Cricket East is keen to promote positive images of young people playing cricket and is not banning the use of photographic or videoing equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

The following procedures have been put in place:

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**Use of images of young people, for example on the web, in the media or in league handbooks:**

- Parental permission will be sought before use of their child's image. This ensures that they are aware of the way the image is to be used to represent cricket;
- If the cricketer is named, Cricket East will avoid using his/her photograph;
- Only images of young cricketers in appropriate dress will be used, to reduce the risk of inappropriate use, and to provide positive images of the young cricketers;
- Cricket East will encourage the reporting of inappropriate use of images of young people. If you are concerned, report your concerns to the County Welfare Officer.

**Using video as a coaching aid:**

There is no intention to prevent county coaches using video equipment, providing permission has been sought, as a legitimate coaching aid. However, players and their parents/carers will be made aware that this is part of the coaching programme and that care will be taken in the storing of such films.

**County Safeguarding Officer:**

Danielle Kinton:

Email- [Danielle.kinton@cricketeast.co.uk](mailto:Danielle.kinton@cricketeast.co.uk)

Telephone- 07487646674

ECB Safeguarding team:

E-mail- [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk)

Telephone- 0207 7432 1200

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