



Easton & Martyr Worthy Cricket Club
The David Roth Memorial Cricket Ground
Cockets Mead
Chapel Lane
Easton
SO21 1EN



Club Policy Document

- 1 Code of Conduct – Members and Guests
- 2 Code of Conduct – Parents, Carers and Spectators
- 3 Anti-Bullying Policy
- 4 Changing Rooms and Showering Facilities Policy
- 5 Club Safeguarding Policy Statement
- 6 Equity Policy
- 7 Photography and Video Policy
- 8 Protocol for Responding to Allegations of Abuse
- 9 Protocol for Responding to Disclosures
- 10 Record Keeping Policy
- 11 Transport Policy
- 12 Incident and/or Accident Report Form
- 13 First Aid Procedure



FOCUS CLUB



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Easton
SO21 1EN



Code of Conduct for Cricket Club Members and Guests*

Members and Guests of Easton & Martyr Worthy 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.

All members and guests of Easton & Martyr Worthy 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.
- Place the well-being and safety of young people above the development of performance.

* 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

- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual.
- Respect young peoples' opinions when making decisions about their participation in cricket.
- Not smoke, drink or use banned substances whilst actively working with young people in the club.
- Not provide young people 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 young person, following reporting procedures laid down by the ECB.

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

- 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).
- 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 that 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 which recommend the principle – *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 and especially with respect to the safeguarding of young people.

* 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



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Code of Conduct for Parents, Carers and Spectators

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force a child to take part in sport
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept official's judgements
- Support your child's involvement and help them to enjoy sport
- Use correct and proper language at all times



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Anti-Bullying Policy

Easton & Martyr Worthy Cricket Club is committed to providing a caring, friendly and safe environment for all of its junior members so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. The Club is a TELLING Club. This means that anyone who knows that bullying is happening is expected to tell the coaches, team managers and other volunteers.

Actions to take if bullying is suspected or observed

The individual suspecting or observing bullying should:

- Help the victim to speak out and tell the person in charge, who will report any concerns to the Club Welfare Officer.
- Take action to ensure the victim is safe.
- Reassure the victim that you can be trusted and will help them, although do not promise that you will not tell what has been said.
- Keep a record of what is said (what happened, by whom).

The coach or person in charge should:

- Report any concerns to the Club Welfare Officer.
- Talk to the bully(ies), explain the situation and try to get the bully(ies) to understand the consequence of their behaviour. Seek an apology to the victim.
- Inform the parents of both the victim and the bully(ies).
- Impose sanctions as necessary.
- Keep a written record of action taken.

The Club Welfare Officer should:

- Investigate the bullying allegation.
- Liaise with the families of the victim and the bully(ies) as necessary.
- Keep a written record of action taken.

In cases of serious bullying allegations then the Club will refer to the procedures laid down by Kidscape and recommended by the ECB.



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Changing Rooms & Showering Facilities Policy

All parents / legal guardians must be aware that there are circumstances under which players under the age of 16 years may find themselves changing clothes in the presence of persons over 18 years.

- Parental / legal guardian consent must be given if juniors are to share changing facilities with senior members. Consent will be sought on the Junior Membership Form.
- If consent is not given then it is the parents' / legal guardians' responsibility to ensure that their child does not then enter changing facilities at any time.
- Regardless of consent, juniors who do not wish to change or shower in the presence of adults are under no obligation to do so and are advised to change and shower at home.
- Other adults within the Club should make every effort to change at a different time from juniors.
- Juniors aged 10 and under must be supervised at all times in changing rooms by adults of the same gender as the players.
- If juniors have to be supervised in the changing rooms then adults should ensure that they work in pairs.
- If a junior has a disability that prevents them from being independent in changing then a care plan outlining the support and help they require will be agreed and consented following full involvement of parent / legal guardian, junior and the Club Welfare Officer.
- Where girls are playing in boys' teams then the club will make every effort to provide separate girls' changing facilities.
- Camera facilities on mobile phones must not be used in changing rooms.



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Club Safeguarding Policy Statement

Easton & Martyr Worthy Cricket Club is committed to ensuring that all children participating in cricket at or for the Club have a safe and positive experience. (The word 'children' should be taken to mean all persons under the age of 18.) The Club will do this by:

- Recognising that all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and to be protected from harm in a safe environment.
- 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) document *Safe Hands – Cricket's Policy for Safeguarding Children* and any future versions of the policy.
- Appointing a Club Welfare Officer and ensuring that they attend all current and future training modules required by the ECB and 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 officials, volunteers, team managers and coaches) understand that 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 the Club.
- Ensuring that the name and contact details for the Club Welfare Officer are available:
 - as the first point of contact for parents, children and volunteers within the Club;
 - as a local source of procedural advice for the Club, its committee and its members;

- as the main point of contact within the Club for the ECB County Welfare Officer and the ECB Child Protection Team, and
- as 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. Such procedures will recognise the responsibility of the statutory agencies and be in accordance with pre-defined safeguarding and child protection procedures as defined by the ECB, statutory agencies and Local Safeguarding Children Board guidelines and policies.

- Providing everyone connected with the Club (including parents, children and volunteers) with the opportunity to voice any concerns that they have (about possible suspected child abuse, and / or about poor practice) to the Club Welfare Officer.
- 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 Officer and the appropriate external authorities as specified within ECB safeguarding and child protection procedures.



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Equity Policy

Easton & Martyr Worthy Cricket Club (EMWCC) is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definitions:

- Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- EMWCC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- EMWCC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All EMWCC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- EMWCC will deal with any incidence of discriminatory behaviour seriously and in accordance with the Club's disciplinary procedures.



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Photography & Video Policy

Taking of photographs and video images by spectators

Easton & Martyr Worthy Cricket Club will not permit photographs or video images to be taken by spectators at matches or at training without the consent of parents / legal guardians.

- Where a parent / legal guardian is not present then it will be at the coach's discretion whether to allow the taking photographs or video images by spectators at matches or at training.
- Children will be informed if a person will be taking photographs, and that if they have concerns then they can report these to a coach or a team manager.
- Concerns regarding inappropriate or intrusive photography and inappropriate use of images should be reported to the Club Welfare Officer and be recorded in the same manner as any other child protection concern.

Taking of photographs and video images by the Club

- The Club will not take or use photographs or video images without the consent of the parent / legal guardian and the young player. Consent will be sought on the Junior Membership Form.
- The Club will take steps to ensure that these images are used solely for the purpose they are intended: aids to coaching and the promotion and celebration of the Club's cricketing activities. If anyone becomes aware that these images are being used inappropriately then they should inform the Club Welfare Officer immediately.
- Where the Club wish to use an image as above then the Club will make every effort to show the image to the parents / legal guardians and the child in advance.
- If images are submitted to the press or published on the Club website then individuals will not be identified. In circumstances where there is a need to identify an individual player in the press then the permission of a parent / legal guardian will be sought beforehand.
- The Club will ensure that the images they use will show children in appropriate kit (training or competition).
- The Club regularly uses video as a coaching aid, and will use appropriate care in the storing of such video clips.

- Please note: the Club understands that there are circumstances under which a parent / legal guardian would not wish their child to be photographed. Whilst the Club will do all that it can to ensure the safety of children during games, it is the responsibility of the parent / legal guardian concerned to ensure that if necessary their child is not videoed or photographed. The Club is unable to supervise individual children during cricket activities or competitions.





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Protocol for Responding to Allegations of Abuse

Under no circumstances should a Club member carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to Fenella Stone (hereafter the 'Co-ordinator'), telephone number 01489 890626, who is nominated by Easton & Martyr Worthy Cricket Club to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Co-ordinator may also be required by conditions of the Club Insurance Policy to immediately inform the Insurance Company.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator, then the report should be made in the first instance to the County Welfare Officer.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with Club procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator should not delay referral to the Social Services Department.
- The Club will support the Co-ordinator in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from the ECB, although the Club hope that members of the Club will use the procedure outlined in this document. If, however, the individual with the concern feels that the Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct.
- The role of the Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the ECB to investigate the matter in accordance with the Complaints and Discipline Procedure.

Protocol for Responding to Allegations of Abuse (cont)

Allegations of physical injury or neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator will:

- Contact the County Welfare Officer or the ECB Child Protection Manager for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, encourage parent / carer to seek help, but not if this places the child at risk of injury.
- Where the parent / carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.
- Seek and follow advice given by ECB, if unsure whether or not to refer a case to Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

- Contact the County Welfare Officer or the ECB Child Protection Manager for advice, or the Social Services Department Duty Social Worker for children and families or the Police Child Protection Team direct. They will NOT speak to the parent / carer or anyone else.
- The Co-ordinator reserves the right to consult with one other Club leader.
- Seek and follow the advice given by the ECB if, for any reason they are unsure whether or not to contact Social Services / Police.



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Protocol for Responding to Disclosures

Under no circumstances should a Club member carry out their own investigation into the disclosure. The person in receipt of a disclosure will do the following:

You need to:

- Stay calm.
- Keep an open mind.
- Listen carefully to what is said.
- Ask questions for clarification only and avoid asking questions that suggest a particular answer.
- Explain it is likely that you will need to share the information with others – do not keep secrets.
- Reassure the young person that they have done the right thing by telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the young person's own words as soon as possible.
- Report the incident to the Club / County Board Welfare Officer or the ECB Welfare Case Officer.
- Do not tell the parents / carers.
- Keep information on a 'need to know' basis. The young person has a right for their privacy to be respected.
- The disclosure must be reported as soon as possible to Fenella Stone (hereafter the 'Co-ordinator'), telephone number 01489 890626, who is nominated by Easton & Martyr Worthy Cricket Club to act on their behalf in dealing with any matter relating to child protection.
- In the absence of the Co-ordinator or if the disclosure in any way involves the Co-ordinator then the report should be made to the County Welfare Officer.

Protocol for Responding to Disclosures (cont)

Disclosure of physical injury or neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator / Deputy Co-ordinator will:

- Contact the County Welfare Officer or the ECB Child Protection Manager for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, encourage parent / carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carers is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.
- Seek and follow advice given by ECB, if unsure whether or not to refer a case to Social Services.

Disclosure of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

- Contact the County Welfare Officer or the ECB Child Protection Manager for advice or Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carers or anyone else.
- The Co-ordinator reserves the right to consult with one other Club leader.
- Seek and follow the advice given by the ECB if, for any reason they are unsure whether or not to contact Social Services / Police.
- If the disclosure causes you personal upset and distress it is recommended that you seek professional help. The Co-ordinator can advise in the first instance.



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Record Keeping Policy

- All new and existing players will complete the Junior Club Membership Form at the beginning of the cricket season. Information held by the Club about players will be kept securely in a lockable filing cabinet.
- For junior away fixtures an emergency contact card will be carried securely. This is the responsibility of the team manager. The information listed includes the parent / carer contact details and any relevant medical details of the attending juniors.
- If an untoward incident occurs or is observed then the incident must be reported to the Club's Child Welfare Officer (Fenella Stone, telephone number 01489 890626) and a written note made of the event using the Welfare Incident Form.
- All paper records will be destroyed / deleted at the end of the current cricket season.



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Transport Policy

- Parents / Legal guardians are responsible for the safe and timely delivery and collection of their child for matches or training.
- The Club will post all fixture information on the Club website. (Note: those who do not have Internet access should make that known to the appropriate team manager, who will provide information by letter or telephone.)
- Club coaches and team managers 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 Club coach or team manager to transport, or arrange to transport, the children to and from the Club or match.**
- The Club will obtain parent / legal guardian permission for their child to attend cricket matches as a member of the Club, including away fixtures, through the Junior Membership Form.



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Incident/Accident Report Form

Name of person in charge of the session / competition:

Site / venue where the incident / accident took place (try and include the post code of the venue)

Date and time of the incident / accident:

Name of the injured person:

Address of the injured person:

Nature of the incident / accident and extend of the injury:

Give details of how and precisely where the incident / accident took place. Describe what activity was taking place e.g. training game, getting changed etc..

Give full details of the action taken including any First Aid treatment and the name(s) of the first aider(s):

Were any of the following people contacted?

Police: Yes No

Ambulance: Yes No

Parent/carer / guardian: Yes No

What happened to the injured person following the incident / accident? E.g. went home, went to hospital, carried on with session etc...)

All of the above facts are a true record of the above incident / accident

Data Protection.

The Club will use the information provided in this Incident / Accident Form (together with other information it obtains about the player) to administer his/her cricketing activity at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

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

Signed:

Print Name:

Date:

Copies to:

In the event of an incident / accident occurring through insufficient training or faulty equipment / facilities, the follow up action taken should include the completion of a Risk Assessment.



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SO21 1EN



First Aid Procedure



Guidelines for dealing with an incident / accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.
- Complete the item replenishment form in the first aid kit to ensure items are noted and replenished where necessary.