



Safeguarding Children Policy

Guidelines on:

- 1. Transport to and from Matches and Training**
- 2. Managing Children Away from the Club**
- 3. Missing Children**

Brook Cricket Club (the **Club**) is committed to ensuring that all children (being those persons under the age of 18) participating in cricket have a safe and positive experience. The Club's Safe Hands policies and procedures include the following guidelines on:

- transport to and from matches and training,
- managing children away from the Club, and
- missing children.

A. Guidelines on Transport to and From Matches and Training

1. Parents/Carers are responsible for the safe delivery and collection of the child to/from matches and training.
2. Junior away fixtures are set out in the Club's fixture card and on the Club's website.
3. Club coaches and volunteers will be responsible for children in their care when on the Club's premises/ground and when at opponents' grounds provided that the parent/carer has delivered the child to a coach/volunteer.
4. Parents'/Carers' consent will be obtained for a child to participate in an away match.
5. Pick-up and drop off of children participating will be at the Club's ground unless expressly agreed by the parent/carer with the team captain, coach, Welfare Officer or Secretary.

B. Guidelines on Managing Children Away from the Club

1. The Club will appoint a Team Manager for each junior team, including teams in the Surrey Trust League. The Team Manager will have responsibility to:
 - establish and communicate the following information to parent(s) as may be appropriate:
 - why the trip is planned (its reason/purpose);
 - when the trip will take place (date, times including time of departure and estimated time of return);

- where the trip is to (destination and venue);
 - meeting points (at the home and/or the away venue as appropriate);
 - staffing arrangements (including the name and contact details for the Team Manager responsible for the trip);
 - kit/equipment requirements;
 - cost implications (i.e. competition fee, spending/pocket money and any cost of transport);
 - name and contact number of the person acting as the 'Club Home Contact' (see below); and
 - arrangements for food and drink;
- ensure they have a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip for whom they have a duty of care;
 - determine appropriate staffing and training arrangements in accordance with the Club's Safe Hands Policy;
 - ensure that there is a 'Club Home Contact' – i.e. a member of the Club who is not travelling away, who will act as a contact point if required in an emergency situation and ensure that the 'Club Home Contact' is provided with the following information to enable them to fulfil their role should they need to do so:
 - the names of the players and staff on the trip;
 - emergency contact names and phone numbers for each of the above persons;
 - details of any medical or physical needs any of these persons may have;
 - contact numbers for the Team Manager and another volunteer on the trip; and
 - telephone numbers for the Police local to the home club.
2. For trips that include an overnight stay, the Team Manager will ensure that detailed planning for the trip takes place, including:
- identifying suitable venues and facilities for both the cricket and any accommodation;
 - conducting a risk assessment;
 - analysing the insurance cover that is required;
 - contacting the staff at the accommodation to:
 - outline that all accommodation must be clean and with access to sufficient toilet and bathing facilities;
 - confirm that it will not be acceptable:

- for players to share a bed;
 - for male and female players to share a room;
 - for staff to share a room with players; or
 - for players of vastly differing ages to share a room;
- establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected.);
- check the accommodation policy for extras on bills, breakages and lost keys;
- ensure that the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities;
- check the whereabouts of accommodation which will be allocated to the staff who are accompanying the party, so as to enable children to be able to know which rooms the coaches and volunteers are in and contact them if required;
- where possible, ensure that rooms are not scattered around the hotel on different floors but grouped together;
- discuss the Club's code of conduct and discipline policy; and
- ensure that all dietary requirements are catered for;
- arranging a meeting with the parents and children to provide details of the trip, and communicate the following additional information to parents, doing so in writing:
 - an itinerary giving as much detail as possible;
 - the duration of the trip;
 - details of the accommodation with address and contact number;
 - the names of all cricket coaches and volunteers;
 - codes of conduct for both coaches, volunteers and players;
 - emergency procedures and telephone contacts;
 - welfare and child protection procedures;
 - details of insurance;
 - date for paying deposit; and
 - details of transport;
- obtaining the following written and signed information from parents/guardians/carers:
 - signed consent form accepting the code of conduct and detailing:

- any specific medical information i.e. allergies, present medication;
 - special dietary requirements;
 - consent for emergency medical treatment;
 - agreement to pay the fee; and
 - that contact details have not changed;
- that the Tour Manager and coaches meet with the players prior to the trip to agree:
 - expectation of the players;
 - clothing list;
 - codes of conduct/behaviour – this should be signed by all young players with their parents' permission;
 - their responsibility for their own property;
 - staff roles and responsibilities;
 - emergency procedures; and
 - support if they become homesick, are unhappy, or need to speak to someone in confidence;
 - that the “Club Home Contact’ is provided with the following additional information:
 - contact numbers for the accommodation; and
 - telephone numbers for the Police local to the accommodation.
3. The following guidance and protocols will be followed as required during the tour concerning the general safeguarding, medical welfare and protection of players:
- medical details and relevant information must be carried by the Team Manager or a designated volunteer;
 - the Team Manager and other designated volunteer must be aware of any specific medical conditions that may occur (e.g. epilepsy, asthma and diabetes);
 - the Team Manager and volunteers should have access to calling the emergency services and the minimum first aid provision;
 - a first aid kit should be carried; and
 - the Team Manager or one or more volunteers must act appropriately in an emergency and take life saving action in extreme situations.
4. If an emergency occurs, the Team Manager will:
- establish the nature of the emergency and names of any casualties;

- ensure the rest of the team are safe and supervised;
- ensure all members of the party are aware of the situation and are following emergency procedures;
- ensure that a Volunteer accompanies any casualties to hospital;
- notify the Police if necessary;
- complete an ECB incident reporting form;
- ensure that no one in the group speaks to the media. All media enquiries will be managed through the ECB Corporate Communications Dept. at Lord's;
- contact the 'Club Home Contact' who will:
 - contact Parents and keep them informed about the situation;
 - liaise with the Club Officers, and if necessary the ECB;
 - liaise with the media contact if applicable; and
 - report the incident to the insurers.

C Missing Children

If a child for whom the Club has responsibility goes missing, the following actions will be taken. The captain, Team Manager, coach or other responsible member of the Club will:

- ensure the other children in the Club's care are looked after appropriately while a search is organized for the child concerned;
- inform the child's parents/carers if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern;
- organise all available responsible adults by areas to be searched;
- search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the Club grounds;
- request all those searching report back to a nominated adult at a specific point;
- ensure the nominated person will remain at this specific reference point and will make a note of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as clothing the child was wearing and where / when they were last seen, as this will be required by the police. If the search is unsuccessful the police will be informed;
- ensure a report will 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, ensure the Club follow their guidance;

- at any stage when the child is located, ensure that the Club informs all adults involved including the parents, searchers and police if they are by then involved; and
- notify at the very earliest opportunity the Club Welfare Officer, who will immediately notify the County Welfare Office, who will then notify the ECB Child Protection Team.

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