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**2. INTRODUCTION**

Children are the future of our sport – so it is vital they experience cricket in a safe, friendly and enjoyable environment. If our game is to continue to flourish and prosper, we all need cricket to be as child and family. The sections of this document detail the policies and procedures from the ECB’s “Safe Hands” Cricket’s Policy for Safeguarding Children which the Club has adopted.

This policy is approved for use by Willoughby Cricket Club (WCC)			
Prepared by :	Ian Button and Dave Alcock Club Welfare Officers	Authorised by:	Brian Hall Club Chairman



### 3. **SAFEGUARDING POLICY STATEMENT**

Willoughby Cricket Club (The 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:

- 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
- Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children•
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this
- Appointing a Club Welfare Officer and ensuring they attend all current and future training modules required by the ECB
- 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
- Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- 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
- Ensuring the name and contact details of the Club Welfare Officer is available:
  - As the first point of contact for parents, children and volunteers/staff within the club
  - As a local source of procedural advice for the club, its committee and members
  - As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
  - As the main point of contact within the club for relevant external agencies in connection with child safeguarding

Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns

- 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(s)\*

\*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

- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- 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.



#### **4. CODES OF CONDUCT**

The document entitled "Willoughby Cricket Club's Code of Conducts" detailed codes of conduct for the following

- Members and Guests
- Club Officers and Volunteers
- Junior Cricket Players
- Junior Cricket Player's Parents
- Junior Coaches' Code
- Junior Team Managers
- Umpires Code
- Ground Care Code

#### **5. PLAYER PROFILE FORM**

The Player Profile Form, given in Appendix 1, must be filled in by a parent or legal guardian before the player participates in any club activity. The form provides those who have responsibility for children with the information they need to deal effectively with any emergency situation that arises. The information obtained on these forms is confidential and will only be given to those who need it to fulfil a duty of care for the child; it is also critically important that this information is readily to hand at sessions and matches.

#### **6. CHANGING ROOM & SHOWERING POLICY**

The following changing room and showering policy applies whenever adults and children share the same changing and/or showering facilities. The policy is also presented on the poster given in Appendix 2 which must be displayed in plain view in all home changing room facilities. The policy is

- Adults should try to change at separate times to children during matches, for example when children are padding up
- If you feel more comfortable showering and changing at home please do so. There is no pressure to use our changing facility
- Mobile phones must not be used in the changing rooms
- Adults must not change, or shower, at the same time using the same facility as children
- If adults and children have 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
- Mixed gender teams must use our separate male and female changing rooms

Child(ren) refers to anybody under 18 years old



## 7. ANTI BULLYING POLICY

### Statement of Intent

We are 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.

### The Definition of Bullying

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

### The Importance of Responding 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

- 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 (see guidance in 'Safe hands')
- Agreeing behaviour contracts

Having discussions about bullying and why it matters \*with thanks to Kidscape for their expert advice and templates

This guidance applies to all settings where an under-18 is involved in disciplinary matters as a witness, alleged victim, alleged offender or any other way

The processes that are followed must pay due consideration to safeguarding and welfare issues

No part of the processes should be oppressive or intimidating for the young person



As soon as it becomes apparent that the process involves an under-18, the County Welfare Officer must be informed

Any Panel should consider whether they need the child to attend in person, and may discuss this with the County Welfare Officer. When making this decision consideration should be given to:

- the age of the child;
- the seriousness of the offence;
- the evidence likely to be given;
- the possible effect on a child

Parents should be included in any invitation

The County Welfare Officer will ensure that the child is properly supported, and will either act as, or appoint, a suitable 'Welfare Chaperone' for the investigative/disciplinary process, in consultation with the child's parent(s)

The Welfare Chaperone is likely to be the child's Club Welfare Officer (Club WO), unless there is potential conflict of interest (e.g. the Club WO is the parent, or the Club WO is also involved in the incident). If this is the case then a Club WO from another club may be asked to assist, or a League WO, or the County Welfare Officer will undertake the role

The Welfare Chaperone should have no other role in the proceedings – their involvement is purely in regard to the welfare of the child. The Welfare Chaperone should liaise with the child and his/her family throughout, making sure the child is kept fully informed. He or she can act for more than one child at the same hearing if this is thought appropriate

If a child does not wish to attend they cannot be compelled to do so

The Welfare Chaperone will discuss the process with the child and his/her family to ensure they fully understand the procedure

If the child chooses to give a statement to the panel then ordinarily that statement should be prepared in advance in written format. This can be written by the child or any other person. It is important that this statement is the child's views and words

If, when attending the Panel, the child is to be questioned regarding their behaviour or what they have witnessed, all involved should bear in mind the age and potential vulnerability of the child in such a setting. Questioning should be conducted in a considerate manner, and must not be oppressive, persistent, lengthy or demeaning. The Welfare Chaperone should ask the Chair of the panel to suspend proceedings immediately if they have any concerns about the manner or duration of questioning

Where a child is found to have committed a disciplinary offence requiring potential sanction, consideration should be given to the child's age and understanding, as well as their experience of life and of cricket, before any sanctions are issued

Where it is necessary for a report to be circulated (either within the relevant cricket league or even to the press), any individual under 18 years of age must not have their details published



## **8. PHOTOGRAPHY, FILMING AND SOCIAL MEDIA BROADCAST GUIDELINES**

Willoughby Cricket Club wishes to ensure photography and video footage is done so appropriately. Parents should not be prevented from taking pictures of, or filming, their children. These are moments in a child's life not to be forgotten. Some people may not want photos taken of their child e.g. estranged parents wanting to gain access to the child. Unfortunately there are people who may want to take photos and videos for wholly inappropriate purposes. For these reason and as part of the club's general we have introduced proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones).

The guiding principles are:

- 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 providing they have been granted parental consent. The coach must arrange this prior to attending matches.
- If no consent has been given for a child on the player registration 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.
- The children should be informed someone will be taking photographs.
- The children should be informed that if they have concerns they can report these to the coach or team manager/. 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 concern
- At cricket tournaments/festivals/events/competitions parent's will be need to sign a camera registration book and adhere to guidelines relating to publishing of images as detailed below.

Willoughby Cricket club recommends that all cricket clubs/tournament/festival/event organisers that it interfaces with shall adhere to the following guidelines relating to publishing of images on any on any form of media e.g. the web, in the media or in league handbooks, including broadcast on social media platforms.

- Ask for parental permission to use their 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 Willoughby Cricket Club
- 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 Willoughby Cricket Club
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child

Video is a valuable and legitimate coaching aid and neither the ECB not the club prevents its use. It is used as part of our coaching programmes. All material taken in connection with coaching will be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed. Parents/carers and children must have provided written consent for the use of photography and video analysis as part of our registration document.





## 9. **TRANSPORTATION POLICY**

Willoughby Cricket Club's policy regarding the transportation of junior to and from matches and training is as follows

- It is not the responsibility of the coach or team manager to transport, or arrange to transport, the children to and from the club or match
- Parents/carers are responsible for the safe delivery and collection of their child for matches or training
- Information will be distributed which relates to all planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements
- Coaches and club staff will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds
- Willoughby Cricket Club will seek permission from parents/carers for children to participate in all competitions and away fixtures/events via our player profile form
- Parents/carers should "pick up and drop off" their children to/from the coach or age group manager, and should always be prompt, if you are delayed the coach or manager should be contacted

## 10. **SUN SAFETY POLICY**

Cricket is an outdoor sport and as such means a young person's skin can be subjected to 'prolonged sun exposure' which can result in sunburn, **even on a cloudy day**.

Willoughby Cricket Club and the ECB supports 'The **OK Sun Safety Code**' which provides information, advice, resources and accreditation on Sun Safety for children. The resources can be found at: [www.oksunsafetycode.com](http://www.oksunsafetycode.com).

The club recommends that coach and others lead by example and are seen to take steps to protect themselves, and that they encourage children to:

- **Wear a hat**
- **Put on sun cream (factor 30 or above)**
- **Cover up**

## 11. **SOCIAL MEDIA POLICY**

Willoughby Cricket Club recognises that social media sites such as Facebook, Twitter and Instagram have become an important and influential channel of communication for our members and community. To assist with good practice being implemented online as well as on the field of play, Willoughby Cricket Club has developed policies, guidelines and suggestions for both official and personal use of social media.

General Guidelines – For those authorised to use official club accounts

- No new social media account representing Willoughby Cricket Club should be set up without prior approval from the executive committee
- When using an official club account, assume the attitude that you are representing Willoughby Cricket Club
- Confidential or proprietary club information or similar information relating to third parties should not be shared on social media





- Willoughby Cricket Club may choose to post club related social media content generated by the management team, coaching staff or players

Suggested Guidelines for all members from their personal social media accounts

- Exercise discretion, thoughtfulness, and respect for your peers, managers, captains, umpires, opponents, supporter, coaching staff and the club's supporters/community (social media fans)
- Avoid discussing or speculating on internal team or club policies or operations
- Refrain from criticising or engaging in dialogue that could disparage peers, managers, captains, umpires, fans, opponents, coaching staff and the club's supporters/community (social media fans)
- Please refrain from reporting, speculating, discussing or giving any opinions on Willoughby Cricket Club's topics or members that could be considered sensitive, confidential or disparaging
- Your personal social media account is not an appropriate place to share any negative views or emotions that you have regarding incidents that have occurred whilst representing Willoughby cricket Club

Willoughby Cricket Club does not monitor personal social media accounts but will address any issues that violate established Club Policies.

Willoughby Cricket Club encourages the positive use of social media, but reminds users that at any time they can be perceived as a spokesperson of Willoughby Cricket Club.

If you have any queries relating to Willoughby Cricket Club's social media policy, please contact the Press and Media Officer.

## **12. ECB WHISTLE BLOWING POLICY**

The ECB is committed to developing a culture where it is safe and acceptable for all those involved in cricket to raise concerns about unacceptable practice and misconduct. You may be the first to recognise that something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember that it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

The ECB assures all involved in cricket that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, then no action will be taken against those who report their suspicions/allegations provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects whistle-blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.



### **What stops people from Whistle Blowing?**

- Starting a chain of events which spirals
- Disrupting the work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

### **What happens next?**

- You should be given information on the nature and progress of any enquiries
- All concerns will be treated in confidence
- During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- Your Club Welfare Officer, County Welfare Officer and the ECB have a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

### **ECB Safeguarding Whistle Blowing Procedures**

Should suspicions be raised via a "tip off", the person receiving the tip off should attempt to obtain the following information from the informant

- Name, address and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the nature of the allegation
- You should not attempt to deal with any allegation or suspicion yourself, rather inform your Club Welfare Officer or your County Welfare Officer or the ECB Child Protection Team

Reasons for Whistle Blowing. Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- to prevent the problem worsening or widening

### **Specifically do not:**

- Inform the person about whom the concern was raised
- Inform any other members, participants or employees
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

### **Also do not assume**

- "All is well, otherwise it would have been spotted earlier"



- "It doesn't matter" or "no harm will arise"
- "Ignore it as it is not my responsibility"
- "Someone else must have reported it already"

### **Who do I tell?**

The first person to whom you should report your suspicion or allegation is your Club Welfare Officer. If for any reason you cannot or do not wish to report to your Club Welfare Officer, you should refer to your County Welfare Officer. If you cannot, or do not wish to, report the information to either of these, then please contact the ECB Child Protection Team by email on [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk) or 020 7432 1200

Alternatively you can also contact Public Concern at Work on 020 7404 6609 or [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk)

**Feedback** The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and eventual conclusion of investigations.

### **13. ECB GUIDELINES ON MANAGING CHILDREN AWAY FROM THE CLUB**

These guidelines equally apply to junior teams and 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:

- 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, including the competition fee, any spending or pocket money needed and the transport costs
  - Name and contact number of the person acting as the 'Club Home Contact'
  - Arrangements for food and drink
- Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part

Determine appropriate staffing and staff training arrangements

- Wherever possible, a club should appoint a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Tour Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones
- All members of staff need to have a clear knowledge of their role and responsibility for the team



- All staff must go through an induction programme ensuring they understand the ECB “Safe Hands Policy”
- 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

The Club Home Contact should be a member of the club who has been appropriately vetted.

Additional guidance for trips including an overnight stay.

Listed below is additional information the appointed Team Manager needs to act upon.

Detailed trip planning takes place including the need to:

- Identify suitable venues and facilities for both the cricket and accommodation
  - If possible, ensure a visit to the tour facilities and venues is made before the trip, to enable an effective risk assessment to take place (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip).
- Conduct a risk assessment
  - Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip.
  - Children must not be placed in situations which expose them to an unacceptable level of risk.
- Analyse insurance cover required
  - Clubs are advised to check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.

When planning a trip it is important to allow sufficient time for all requirements to be completed.

Staff at the chosen accommodation must be contacted in advance to:

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities.
- Confirm that:
  - Players will not share a bed
  - Male and female players will not share a room
  - Staff do not share a room with players
  - Players of vastly differing ages do not 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 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 where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary.
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together.
- Discuss the club's code of conduct and discipline policy.
- Ensure all dietary requirements are catered for.

A meeting is arranged with the parents and players to provide details of the trip. The following additional information must be communicated to parents in writing:

- An itinerary giving as much detail as possible.
- The duration of the trip.
- Details of accommodation with address and contact number.
- Names of all cricket staff.
- Codes of conduct for staff and players.
- Emergency procedures and telephone contacts.
- Child safeguarding procedures.
- Details of insurance.
- Date for paying deposit.
- Details of transport.

The following written and signed information from parents/guardians/carers must be obtained.

- Signed consent form accepting the code of conduct and detailing:
  - Any specific medical information such as allergies and current medication.
  - Special dietary requirements.
  - Consent for emergency medical treatment.
  - Agreement to pay the fee.
  - Confirmation that contact details have not changed.

Players are prepared for touring

- The Tour Manager and coaches should meet with 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
  - Support if they become homesick, are unhappy, or need to speak to someone in confidence

The Club Home Contact must be provided with the following additional information:



- Contact numbers for the accommodation
- Telephone numbers for the nearest police to the accommodation

The following guidance and protocols are followed as needed during the tour:

Concerning the general safeguarding of players:

- The Team Manager must ensure players are safe throughout the tour
- Players must know the whereabouts of staff at all times, including which rooms staff are in and how to contact them if required
- Staff must know they have a common law duty of care to act as a prudent parent would
- Concerning the medical welfare of players:
  - Medical details and relevant information must be carried by a member of staff
  - Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
  - Staff should have access to calling the emergency services and the minimum first aid provision
  - A first aid kit should be carried
  - Staff must act in an emergency and take lifesaving action in extreme situations

If an emergency occurs, the Team Manager must:

- 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 follow emergency procedures
- Ensure a member of staff accompanies any casualties to hospital
- Notify the police if necessary
- Complete an ECB incident reporting form
- Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord's
- Contact the Club Home Contact, who will:
  - Contact parents and keep them informed
  - Liaise with club staff, and if necessary, the ECB
  - Liaise with the media contact if applicable
- Report the incident to insurers

#### **14. ECB MISSING CHILD GUIDELINES**

If a child, for whom your club has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- 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

- 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
- 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
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- Request all those searching to report back to a nominated adult at a specific point
- 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
- 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
- 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
- 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

## **15. ECB GUIDELINES ON WORKING WITH EXTERNAL PARTNERS**

### **For ECB organised programmes**

Programmes such as 'Chance to Shine' have already published protocols and specific guidance on working with children within the programme's guidance notes. Additionally, school sport has its own reporting structure for concerns. This structure supersedes the ECB standard reporting structure for incidents connected to school sport. The Club Welfare Officer must ensure the Club Committee has considered all its obligations and duties before undertaking the partnership or entering the programme.

The Club Welfare Officer must ensure the Club Committee has considered all its obligations and duties before undertaking the partnership or entering the programme.

**For other programmes** (i.e. those organised directly by clubs which are not part of an ECB programme)

Many clubs and coaches have informal arrangements with local schools whereby they go into schools on an ad-hoc basis, for the benefit of the school and the club.

When planning and undertaking this kind of activity, it is strongly recommended that coaches and their clubs consider:

- Qualifications
- Insurance
- Risk assessments including first aid procedures



- Avoidance of adults being alone with children
- Supervision of children undertaken by appropriately vetted adults and with correct supervisory ratios
- Changing
- Transport to any games or facilities
- Photographs/press coverage

The ECB Community Coach Education department has produced further guidance on working in schools

#### **16. ECB GUIDANCE ON WELCOMING AND SAFEGUARDING CHILDREN WITH A DISABILITY**

Willoughby 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

- 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
- 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
- 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
- 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](http://www.thecpsu.org.uk/resource-library/2013/safeguarding-deaf-and-disabled-childrenand-young-people)

#### **17. ECB GUIDANCE ON DISCIPLINARY PROCEEDINGS THAT INVOLVE UNDER-18S**

ECB Proceedings where an under-18 is a witness, alleged victim or alleged offender.

This guidance applies to all settings where an under-18 is involved in disciplinary matters as a witness, alleged victim, alleged offender or any other way.

The processes that are followed must pay due consideration to safeguarding and welfare issues. No part of the processes should be oppressive or intimidating for the young person. As soon as it becomes apparent that the process involves an under-18, the County Welfare Officer must be informed. Any Panel should consider whether they need the child to attend in person, and may discuss this with the County Welfare Officer When making this decision consideration



should be given to:

- the age of the child;
- the seriousness of the offence;
- the evidence likely to be given;
- the possible effect on a child

Parents should be included in any invitation.

The County Welfare Officer will ensure that the child is properly supported, and will either act as, or appoint, a suitable 'Welfare Chaperone' for the investigative/disciplinary process, in consultation with the child's parent(s)

The Welfare Chaperone is likely to be the child's Club Welfare Officer (Club WO), unless there is potential conflict of interest (e.g. the Club WO is the parent, or the Club WO is also involved in the incident). If this is the Case then a Club WO from another club x\may be asked to assist, or a League WO, or the County Welfare Officer will undertake the role.

The Welfare Chaperone should have no other role in the proceedings - their involvement is purely in regard to the welfare of the child. The Welfare Chaperone should liaise with the child and his/her family throughout, making sure the child is kept fully informed. He or she can act for more than one child at the same hearing if this is thought appropriate.

If a child does not wish to attend they cannot be compelled to do so.

The Welfare Chaperone will discuss the process with the child and his/her family to ensure they fully understand the procedure.

If the child chooses to give a statement to the panel then ordinarily that statement should be prepared in advance in written format. This can be written by the child or any other person. It is important that this statement is the child's views and words

If, when attending the Panel, the child is to be questioned regarding their behaviour or what they have witnessed, all involved should bear in mind the age and potential vulnerability of the child in such a setting. Questioning should be conducted in a considerate manner, and must not be oppressive, persistent, lengthy or demeaning. The Welfare Chaperone should ask the Chair of the panel to suspend proceedings immediately if they have any concerns about the manner or duration of questioning.

Where a child is found to have committed a disciplinary offence requiring potential sanction, consideration should be given to the child's age and understanding, as well as their experience of life and of cricket, before any sanctions are issued.

Where it is necessary for a report to be circulated (either within the relevant cricket league or even to the press), any individual under 18 years of age must not have their details published.

#### **18. ECB GUIDELINES ON APPOINTING APPROPRIATE STAFF AND VOLUNTEERS TO WORK WITH CHILDREN**

It is Willoughby's Policy that all staff and volunteers in cricket must go through an appropriate vetting process prior to appointment to establish their suitability to work with children.



The recruitment has been developed in such a way as to ensure every applicant is treated in a fair and consistent manner.

### **Essential Positions for Managing & Appointing Staff and Volunteers**

**The Volunteer Coordinator's** (VC), role is to act as a focal point for volunteers and volunteering within the club. In the absence of a VC the Club Welfare Officer will perform the role. The Volunteer Coordinators will ensure that the club's volunteers are well managed and supported in all their different roles.

This may include:-

- Recruiting new volunteers into the club from existing membership and from the local community
- Inducting and welcoming new volunteers
- Organising relevant training/workshops for volunteers
- Providing support to new and existing volunteers
- Ensuring Reward and recognition of volunteers

VC training is available via the Cricket Development Officer or Volunteer Coordinator at Warwickshire County Cricket Board.

Staff and volunteers working with children in sport may be defined as working in "Regulated Activity". Whether these roles are paid or unpaid the club as the "Regulated Activity Provider" the club has a legal obligation to ensure that a person it engages to undertake regulated activity is not barred from doing so. This is achieved by following the 'ECB Guidance on Roles in Cricket that require a Vetting Check'.

**The Club Welfare Officer's** (CWO) role exists to help clubs create a welcoming and child-centred environment at the club. This is achieved by advising the club on current best practice as well as leading the implementation and maintenance of the various elements of "Safe Hands". The CWO attends two separate training modules to prepare them for their role.

The CWO advises the club during the recruitment and appointment process which roles the post holder has to undertake the ECB vetting process. The CWO should have a significant role within the process for recruiting volunteers and staff to a club, working closely with the Volunteer Coordinator where one in his place.

### **Recruitment Process Stage 1 - Planning**

- Draft a profile identifying the main areas of an identified role
- Decide the skills and experience needed to fulfil the requirements of the role and draw up a 'person specification'
- Create a job description for the Press & Media Officer to advertise. Sample job descriptions can be found on the ECB website.

### **Recruitment Process Stage 2 – Application Forms**

The application form is used to collect information on each applicant. These are stored and retained in a safe and consistent way. The applications forms are reviewed by more than one person to ensure a fair and equitable scrutiny is completed. Only applicants that show



identification documents (e.g. passport or driving licence) to confirm their identity can progress to the next stage

### **Recruitment Process Stage 3 – Recruitment / Interview**

Two or more club officials should meet / interview the applicants prior to any recruitment decisions being made. The meeting / interview allows the application information to be explored in more detail. The questions should be prepared in advance and should allow the opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

It is necessary to explore an applicant's attitudes and commitment to child safeguarding as well as their relevant technical capabilities. The following sample questions should be considered to help discover this information:

- Tell us about your previous experiences of working with children
- Give the applicant a child-related scenario, such as: 'It is a winter evening, the training session has finished and a parent has not arrived to pick up their child'. Then ask the applicant what they would do in that situation
- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused work with children?

### **Recruitment Process Stage 4 - References**

Safe recruitment for positions involving work with children requires two references from individuals not related to the applicant. The references are to be obtained using the document in Appendix 3. One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual's previous involvement in sport, particularly children's cricket. Both references should contain a statement relating to the referee's awareness of the responsibilities the post applied for requires.

References should be followed up prior to any offer of appointment being made. If the references raise concerns, the ECB Safeguarding Team should be contacted for advice and guidance.

### **Recruitment Process Stage 5 - Vetting Procedures including DBS checks**

The vetting process is very important in determining someone's suitability to work with children and there are two stages to the process.

The first stage is that the applicant obtains the correct level of DBS check. The roles requiring a check and the correct level of check are given in the section Roles in Cricket that require a Vetting Check. If an applicant is from outside the UK, or has lived outside the UK within the last five years, then an alternative vetting procedure will be required as detailed later in this section.

The applicant should complete a DBS application form as soon as possible. They should be advised that they should not start the post/job until an outcome of the application is confirmed by the County Cricket Board or the ECB Safeguarding Team.

The second stage is that the information on the DBS certificate is reviewed by the ECB Safeguarding Team for relevancy regarding child safeguarding and the individual's suitability to



work (or volunteer) with children The ECB will inform the club and County Board whether or not the person is considered suitable to work with children The ECB cannot tell the club or County Board about the actual offending history unless it needs to share information to safeguard children This ensures applicants are assured of confidentiality

The CWO co-ordinates applications for vetting. The outcome of the application must be sought from the County Cricket Development Manager, County Welfare Officer or the ECB Safeguarding Team It is possible for the vetting process to take several weeks Please ask the individual to complete a DBS application form as soon as possible and advise them that they should not start the post/job until an outcome of the application is confirmed by the County Cricket Board or the ECB Safeguarding Team

If an applicant is ECB Vetted, the club should seek confirmation of this from the County Cricket Board Development Manager, the County Welfare Officer or the ECB Safeguarding Team

### **Recruitment Process Stage 6 – Recruitment Decision**

The decision as to whether or not to accept the applicant into the role should be made after considering all the information gathered from

- The application form
- Confirmation of identity,
- References and the outcome of the ECB Vetting process
- Outcome of interview / meeting

### **Recruitment Process Stage 7 – Post Recruitment**

Post recruitment the following should be performed

- Any qualifications should be substantiated, for example, obtain photocopies of coaching certificates
- New volunteers are made aware of, and sign up to, the club's child safeguarding policy and procedures, best practice guidelines and codes of conduct
- Any training needs are established and action taken to put these into place • A statement of the roles and responsibilities of the new volunteer is prepared
- Initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer

### **Umpires and scorers**

The club must check that it's appointed umpires and/or scorer for games involving children, it is the responsibility of the club to check the following

- Is covered by relevant current insurance •
- Is a member of the ECB Association of Cricket Officials (ACO)
- Has been through the vetting process with the ECB to check his/her suitability to work with children in cricket •
- Agrees to abide by the ECB Code of Conduct for Members and Guests at all times, especially when umpiring/scoring





## **Non-UK Vetting**

Vetting checks need to be undertaken on post holders regardless of nationality. The legal situation regarding Regulated Activity is no different if the individual is not from the UK.

Different countries operate varying methods for providing background checks and not all countries are able to provide this service. Individuals will need to provide a police certificate or similar Certificate of Good conduct which covers their time in the overseas country, to the ECB Safeguarding Team. The ECB safeguarding team on [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk) for advice and assistance on overseas checking.

Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years.

The Non-UK Vetting Form in appendix 4 must accompany any non-UK vetting check submitted to the ECB. It is easier if Non UK vetting checks are organised before the individual arrives in the UK, as they are able to visit the police station etc. in person.

Background checks are undertaken on any individual who works, either in a paid or volunteer capacity, with children. It is important to note non-UK vetting checks are only done for the role being undertaken by the individual.

All visitors to the UK coming through the Tier 5 cricket route of immigration must be vetted as part of the process. If a visitor to the UK has come through an alternative immigration route but intend to offer coaching services (if allowed by their visa or Home Office rules), they must also complete the vetting process.

## **ECB Guidance on Roles in Cricket that Require a Vetting Check**

There are 2 levels of possible Vetting Check: Enhanced DBS Check and an Enhanced DBS + Barred List Check.

The following roles require Enhanced DBS + Barred List Check as they constitute "regulated activity"

- Club Welfare
- Volunteer Co-ordinator
- Coach
- Umpire
- Scorer
- Colts/Juniors Team Managers
- Age Group Managers
- Open Age Team Captains and Vice Captains
- Junior Supervisors
- First Aiders / Physiotherapists / Medical Support



Roles which do not require an ECB vetting check are

- Chairman
- Treasurer
- Honorary Secretary
- Fixture Secretary
- Membership Secretary
- Bar manager
- Ground staff
- Administrator
- Club Website Administrators
- Ad-hoc photographers at events

The exceptions to this rule are where people with these roles also, in reality, perform other roles with significant contact with children. The method for determining whether the role is a “regulated activity” and whether a DBS check is required and what type is given in Appendix 5.

#### **19. ECB GUIDELINES ON SUPERVISING CHILDREN AT CRICKET SESSION**

It is important for clubs to remember when planning children’s cricket, or general, sessions, sufficient adults must be present to adequately supervise all participants and manage any incident that may arise.

It is a basic requirement of all sessions and matches involving children that a minimum of two responsible adults will be present in all circumstances. Clubs should always plan accordingly and coaches must feel confident in raising concerns if they find themselves placed in a position where they are expected to work alone and unsupervised. In matches there must always be at least two adults present and responsible for the team.

The ECB provides two different sets of ratios for working with children. It is vital coaches, and other key club personnel, understand the distinction between these two types of ratios. They are each explained below:

#### **Qualified coach ratios required for coaching sessions**

The ECB Community Coach Education department has produced appropriate ratios based on the number of qualified coaches required to run different technical disciplines within the game. The ratios of qualified coaches to children are as follows:

- Net Coaching: 1 coach: 8 children
- Group Coaching: 1 coach: 24 children
- Hard Ball Coaching: 1 coach: 16 children

These coaching ratios are very different to the child supervision ratios, which are required at all sessions regardless of where these are held or which activities the children are doing. Details of supervision ratios are shown below:

#### **Supervision ratios**

Supervision ratios relate to managing groups of children and ensuring sufficient adults are



present to deal with any issue or incident that may arise. For single sex groups, there must be at least one same gender member of staff. For mixed groups there must be at least one male and one female supervising adult.

### **There must always be a minimum of two adults present**

Clubs must also factor in any further issues that the risk assessment of the facilities may have highlighted. For example, if the changing rooms are located several minutes' walk from the training venue then the club may have to increase the number of supervisors in light of this additional information.

The supervision ratios that must be adhered to as a minimum for clubs looking after groups of children are as follows:

- Aged 8 and under – 1 adult : 8 children
- Aged 9 and over – 1 adult : 10 children

It is also important for clubs to note that these ratios relate to adults and children i.e. those over 18 looking after those under 18.

Volunteers who are under 18 years of age must not be used in the calculations for supervision ratios.

### **Drinks breaks**

As part of our responsibilities in supervising children, it is vital all players drink appropriate amounts of water to avoid any possible risks of dehydration during matches and practice sessions.

The tips below are provided from the ECB Coaches' Safety Pack (Hard Copy). Coaches, teachers, managers and umpires are encouraged to:

- Ensure regular intervals for drinks are arranged, particularly in matches of more than 20 overs per innings, or in hot weather
- Plan drinks breaks in practice sessions and matches every 20-40 minutes on warm sunny days. (This may sound excessive but on hot days players can need up to two or three litres each to stay fully hydrated)
- Avoid waiting for children to say they are thirsty before planning a drinks break as thirst is an indication of dehydration.

The ECB Sports Science support pack (via e-learning portal) reminds us that children tend to dehydrate more quickly than adults.

### **Facilities and venues used for children's cricket**

All clubs must ensure they have undertaken an adequate risk assessment on all facilities and venues used for any club activities, regardless of ownership of that facility or venue. This does not include away match venues for leagues but should include, where possible, facilities and venues that will be used on tours.



If clubs regularly hire facilities from other organisations such as schools or community colleges, there may be a generic risk assessment available for clubs to consider.

It is important all clubs recognise their responsibility for ensuring venues and facilities are fit for purpose.

Details on risk assessment can be found in the ECB Clubmark programme at [www.ecb.co.uk/clubmark](http://www.ecb.co.uk/clubmark)

The outcomes of risk assessments may have an impact on the session planning or co-ordination of junior club training or matches. It is important risk assessments are done in advance and updated on an annual basis, or if changes to the facility have taken place.

## **20. ECB GUIDANCE ON THE WEARING OF CRICKET HELMETS (“HEAD PROTECTORS”) BY YOUNG PLAYERS**

This guidance applies to all players up to the age of 18, both in open age group cricket and in all junior cricket played with a hard cricket ball. The guidance also applies during all practice sessions. Any individual taking responsibility for players should take all reasonable steps to ensure this guidance is followed at all times.

With the assistance of schools, cricket clubs leagues and umpires, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales.

Helmets are widely available and are covered by a British Standard (BS7928:1998) and a new specification, for head protectors on sale from Spring/Summer 2014 (BS7928/2013) – see below.

A face protector represents an alternative head protection system for young wicket keepers. Wicketkeeper face protectors are covered by British Standard (BS7929 – 2 :2009).

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions.

Wicket keepers should wear a helmet with a faceguard, or a wicketkeeper face protector, when standing up to the stumps.

All young players should regard a helmet with a faceguard as a normal item of protective equipment when batting, together with pads, gloves and, for boys, an abdominal protector (box). All young wicketkeepers should regard a helmet with a faceguard or a face protector as a normal part of their protective equipment together with pads, gloves and, for boys, an abdominal protector (box).

There is no exception to be granted in this regard, in any form of cricket. The ECB asks that this guidance is communicated to the parents, or guardians, of all young players through clubs and schools, and that young players are not allowed to bat or stand up to the stumps when keeping wicket against a hard ball without wearing appropriate protection.

Update: In March 2014 the following guidance was issued. This applies to head protectors worn by all cricketers.



## 21. **ECB FIELDING REGULATIONS**

- For reference, the ECB fielding Regulations are as follows:
- No young player in the Under 15 age group, or younger, shall be allowed to field closer than 8 yards (7.3 metres) from the middle stump, except behind the wicket on the off side, until the batsman has played at the ball
- For players in the Under 13 age group, and below, the distance is 11 yards (10 metres)
- These minimum distances apply even if the player is wearing a helmet
- Should a young player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back
- In addition any young player in the Under 16 to Under 18 age groups, who has not reached the age of 18, must wear a helmet and, for boys, an abdominal protector (box) when fielding within 6 yards (5.5 metres) of the bat, except behind the wicket on the off side. Players should wear appropriate protective equipment whenever they are fielding in a position where they feel at risk
- These fielding regulations are applicable to all cricket in England and Wales

## 22. **ECB-FAST-BOWLING-DIRECTIVES**

The Fast Bowling Directives are designed to raise awareness of the need to nurture and protect our young fast bowlers through their formative years, and have been warmly welcomed by a significant number of coaches and managers. Statistics clearly show that fast bowlers regularly win international matches, and, if England is to achieve the vision of becoming the most successful and respected cricket nation, we must make every effort to produce bowlers to reach the goal.

As coaches, we should consider the welfare of the individuals under our supervision. These regulations are designed to minimise the possibility of injury.

The Directives relate to all competitions under the auspices of the ECB at U19 level and below as well as all Premier League matches. It should be emphasised that the age of the player is the key criteria and not the level of cricket being played. The restrictions will be reviewed annually, and the Directives were amended slightly for the 2010 season onwards in relation to the number of overs to be bowled in matches.

### **Injury prevention for fast bowlers**

These Directives apply to girls and boys, and any reference to he/his should be interpreted to include she/her.

For the purpose of these Directives a fast bowler should be defined as a bowler to whom a wicket keeper in the same age group would, in normal circumstances, stand back to take the ball.

All coaches are urged to identify those players with the potential to bowl fast and to ensure they follow the Directives in all cricket throughout the season.



**There are four main areas to be aware of when assessing injury risk to fast bowlers:**

1. Overbowling
2. Technique
3. Physical Preparation
4. Equipment

**1. OVERBOWLING:**

This is an important consideration especially for young bowlers whose bodies are not fully developed. Recent studies have revealed that overbowling is a common cause of back injuries. Evidence suggests that much of the damage occurs early in the playing career, especially during growth spurts, though the effects do not often show themselves until the late teens. The more talented and more physically mature youngsters are generally most at risk, as they tend to play at more than one age group level.

To ensure that young fast bowlers do not place undue stress on their bodies, every attempt must be made to keep the amount of bowling within reasonable limits. The following Directives provide sensible playing and training levels.

**Directives for matches:**

AGE: MAX OVERS PER SPELL MAX OVERS PER DAY

Up to 13 5 overs per spell 10 overs per day

U14, U15 6 overs per spell 12 overs per day

U16, U17 7 overs per spell 18 overs per day

U18, U19 7 overs per spell 18 overs per day

**Directives for practice sessions:**

AGE: MAX BALLS PER SESSION MAX SESSIONS PER WEEK

Up to 13 30 balls per session 2 sessions per week

U14, U15 36 balls per session 2 sessions per week

U16, U17 36 balls per session 3 sessions per week

U18, U19 42 balls per session 3 sessions per week

Cricket specific safeguarding guidance

For guidance it is recommended that in any seven day period a fast bowler should not bowl more than four days in that period and for a maximum of two days in a row.

Having completed a spell the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell have been bowled from the same end. A bowler can change ends without ending his current spell provided he bowls the next over he legally can from the other end. If this does not happen his spell is deemed to be concluded. If play is





interrupted, for any reason, for less than 40 minutes any spell in progress, at the time of the interruption, can be continued after the interruption up to the maximum number of overs per spell for the appropriate age group. If the spell is not continued after the interruption the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell before the interruption have been bowled from the same end. If the interruption is of 40 minutes or more, whether scheduled or not, the bowler can commence a new spell immediately.

Once a bowler covered by these Directives has bowled in a match he cannot exceed the maximum number of overs per day for his age group even if he subsequently bowls spin. He can exceed the maximum overs per spell if bowling spin, but cannot then revert to bowling fast until an equivalent number of overs to the length of his spell have been bowled from the same end. If he bowls spin without exceeding the maximum number of overs in a spell the maximum will apply as soon as he reverts to bowling fast.

### **Nets:**

#### Outdoor:

The emphasis on all nets should be quality rather than quantity. These Directives will encourage young fast bowlers to focus their efforts on shorter, more intensive spells.

Consequently young fast bowlers should be made aware of the importance of warming up and warming down as part of their preparation.

#### Indoor:

In the period between the end of the cricket season and Christmas, indoor practise for fast bowlers should be kept to an ABSOLUTE MINIMUM. The following highlights the risk of playing/practising on hard surfaces such as solid concrete and shows how these forces can be reduced by using appropriate mats or indeed by practising on grass. Concrete offers 0% force absorption whereas grass can offer up to 75%. The 34% offered by natural turf was measured at Trent Bridge on a rock hard Test Match pitch. These figures have major implications for limiting indoor work in the winter, particularly for seamers, and for ensuring that length and intensity of sessions are considered when working on the harder surfaces.

### **Force absorption and surfaces:**

Concrete 0% force reduction

Uniturf on concrete: 7% force reduction

Uniturf + mat: 15% force reduction

Uniturf + 2 mats: 31% force reduction

Natural turf: 34% force reduction

Synthetic + underlay: 49% force reduction

Cricket specific safeguarding guidance

## **2. TECHNIQUE:**

It is crucial that bowlers are encouraged to adopt a safe action early in their development.



Bowlers should either have a SIDE-ON, a FRONT-ON or a 'MIDWAY/NEUTRAL' action, but SHOULD NEVER MIX THE ACTIONS.

The mixed actions (of which there are two main types) are a major cause of back injuries, because they cause an unnecessary spinal twist. Excessive hyperextension of the back during the delivery stride is also a contributing factor.

For further clarification of mixed actions consult the 'ECB Coaches Manual' or an appropriately qualified cricket coach.

### **3. PHYSICAL PREPARATION:**

A well structured, cricket specific training programme is essential to develop, and maintain, the strength, endurance and flexibility required for fast bowling. It is one of the most injury-labile non-contact activities in sport and the need for the fast bowlers to be amongst the fittest and best prepared players in the team cannot be over emphasised. Bowlers should WARM UP and STRETCH thoroughly before bowling and training, and should WARM DOWN and STRETCH afterwards. A good warm up helps to encourage a more professional approach, helps team spirit and can actually improve performance. It also helps to reduce the chance of an injury occurring.

### **4. EQUIPMENT:**

Impact forces of up to eight times body weight can be experienced during the delivery stride. Without the appropriate footwear, these forces must be absorbed by the feet, ankles, knees and lower back of the bowler. It is therefore essential that bowlers minimise these effects by absorbing them with the use of efficient, well-fitting, cushioned boots or shoes and if required, absorbent insoles.

The use of running shoes, basketball-type boots or good cross trainers is also essential as they are designed to cope with the types of forces experienced when bowling on hard surfaces.

The year starting date of midnight on the previous 31st August is assumed throughout these Directives. Cricket specific safeguarding guidance

## **23. ECB GUIDELINES FOR JUNIOR PLAYERS IN OPEN AGE GROUP CRICKET**

The ECB has issued guidance covering the selection and participation of young players in open age group cricket. This is to help clubs decide when to select young players in open age group cricket and how best to help their cricketing development when they play within open age groups. The guidance applies to boys and girls. The ECB keeps these guidelines under review. Put simply, the overall aim is to allow young players to develop in safety, but not to spoil the game for adults. For the avoidance of doubt, this guidance applies to training and nets as well as games.

### **The guidance is as follows:**

#### **General**

- Making the step up from junior to open age group cricket is an important event in any player's cricket experience. The player's safety, personal development needs and overall cricket experience must be considered



- Clubs, squad coaches and managers must take into account the requirements on age detailed in this guidance.
- Each case must be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part in Open Age cricket

The minimum age guidance provided below MUST be followed.

- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side
- Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else
- Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game
- Be supportive, at all times, for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement
- The captain must inform the Umpires of under 18s in the side.

### **Restrictions**

ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket

### **Minimum age**

Players who are selected in a County U12 squad (or Regional squad in Wales) in spring for a summer squad - or in another squad deemed by ECB Performance Managers to be of a standard above 'district level' for that season - are also eligible to play Open age cricket.

This is providing they are at least 11 years old, are in School Year 7 on 1st September in the year preceding the season, and have written parental consent to play. It is essential clubs and coaches recognise the 'duty of care' obligations they have towards young players in Open Age cricket. The minimum age for Open Age cricket is the U 13 age group. Players must be in Year 8, and 12 years old on the 1st September of the preceding year.

This applies to all club and district players who are not in a county or area squad (or region in Wales) . Written parental consent is required. The duty of care should be interpreted in two ways:

- Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player
- Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players

In addition, the guidelines note the need for clubs and leagues to recognise the positive



experience young players should have in open age cricket. Clubs should provide an opportunity for players to show their talents in an appropriate way.

**24. ECB GUIDELINES ON GIRLS PLAYING IN BOYS AGE GROUP LEAGUES AND COMPETITIONS**

In response to a number of requests the ECB has issued the following guidelines concerning the participation of girls in boys' cricket:

- The ECB wishes to encourage the development of girl cricketers and is happy for them to participate in boys' cricket
- Team managers and coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied they are competent to do so
- Suitable arrangements need to be in place, particularly in relation to changing facilities and transportation arrangements, if applicable
- In ECB national competitions the age group requirements apply to all players regardless of their sex
- In local Leagues, and other competitions, it is up to each League, or competition, to specify age group requirements. If girls who are older than the specified age group are allowed to play, the League must specify a maximum age for the girl players and confirm how many older girls can play in any team. The same regulations must apply to all clubs in that League or competition
- For the sake of clarity it should be understood that boys cannot play in girls Leagues or competitions unless explicit provision for this is included in the rules of that League or competition. Boys cannot play in the ECB girls' competitions

Any questions relating to these guidelines should be referred to the ECB Cricket Department at Lord's – 020 7432 1200 or [cricket@ecb.co.uk](mailto:cricket@ecb.co.uk).

**25. CHANGE HISTORY**

Issue	Date	Description of Change
1	29/04/18	First issue



Willoughby Cricket Club - Policy

Reference Number : WILL02  
Issue : 2  
Issue Date : 29/04/2018  
Page : 31 of 40

Title: Child Protection Policy



# Junior Player Profile Form

This form is to be completed by the parent, or legal guardian of any player under the age of 18. It should also be signed by the player themselves

Once completed, the form should be returned

Data protection. The club will use the information provided on this form, as well as, other information it obtains about the player (together “**Information**”) 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 ECB. In the event of a medical or child safeguarding 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 each person whose information you include in this form knows what will happen to their information and how it may be disclosed.***

## Section 1: Personal details for young player and their parent/legal guardian:

Name of child (under 18)	Child’s date of birth	Names of parent or legal Guardian
Home Address	Post Code	Email address for parent/guardian
Home telephone number	Work telephone number for parent/guardian	Mobile telephone number for parent/guardian

## Section 2: Emergency contact details

In the event of an incident, or emergency situation, where a parent or legal guardian named above cannot be contacted, please provide details of an alternative adult who can be contacted by the club. Please make this person aware that his/her details have been provided as a contact for the club:

Name of an alternative adult who can be contacted in an emergency	Phone number for alternative named adult	Relationship which this person has to the child (for example, aunt, neighbour, family friend and so on)
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# Junior Player Profile Form

## Section 3: Disability

The Equality Act 2010 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider this child to have an impairment?  Yes  No

If yes, what is the nature of their disability?

- Visual impairment       Multiple disability       Other (please specify):  
 Hearing impairment       Learning disability  
 Physical disability

## Section 4: Sporting information:

Has this child played cricket before?  Yes  No

If yes, where has this been played?

- Primary school       Club  
 Secondary school       County  
 Special educational needs school       Local authority coaching session(s)  
 Other (please specify):

## Section 5: Medical information:

Please detail below, any important medical information that our coaches/junior co-ordinator need to know. Such as: allergies; medical conditions (for example - epilepsy, asthma, and so on); current medication; special dietary requirements, any additional needs, and/or any injuries. Please indicate if you would like to discuss this privately with us.

Name of doctor/surgery name

Doctor's telephone number



# Junior Player Profile Form

<b>Consent statement from parent/legal guardian</b>	
Please tick each box where you agree (or delete if you do not agree)	
Legal authority to provide consent:	
<input type="checkbox"/>	I confirm I have legal responsibility for _____ (name of child) and am entitled to give this consent
<input type="checkbox"/>	I confirm to the best of my knowledge, all information provided on this form is accurate, and I will undertake to advise the club of any changes to this information
<b>Medical consent:</b>	
<input type="checkbox"/>	I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me or the alternative adult which I have named in section two of this form
<input type="checkbox"/>	I confirm to the best of my knowledge, my child/the child in my care does not suffer from any medical condition other than those detailed by me in section five of this form
<b>Consent to participate:</b>	
<input type="checkbox"/>	I agree to the child named above taking part in the activities of the club. (This consent only relates to JUNIOR cricket. Please see the Open Age cricket policy for more information on juniors playing in open age group cricket)
I confirm I have read, or been made aware of, the club's policies concerning:	
<input type="checkbox"/>	changing / showering
<input type="checkbox"/>	transport children
<input type="checkbox"/>	photography / video
<input type="checkbox"/>	managing children away from the club
<input type="checkbox"/>	I understand and agree to the responsibilities which I and my child have in connection with these policies
<input type="checkbox"/>	I consent to the club photographing or videoing my involvement in cricket under the terms and conditions in the club photography/video policy. [NOTE: LEAVE THIS BOX UNTICKED IF YOU DO NOT AGREE]
<input type="checkbox"/>	I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate
Signed (parent/legal guardian):	Date of signing:
Printed name of parent/legal guardian who has completed this form:	
<b>Consent from child in connection with club photography/video policy</b>	
(For players aged 12 – 18) Please indicate if you DO or DO NOT agree with the statement below:	
I consent to the club photographing or videoing my involvement in cricket under the terms and conditions in the club photography/video policy. [NOTE: LEAVE THIS BOX UNTICKED IF YOU DO NOT AGREE]	
Signed (child if 12 years or older):	Date of signing:

# **W.C.C. CHANGING ROOM & SHOWERING POLICY**

**Adults should try to change at separate times to children during matches, for example when children are padding up**

**If you feel more comfortable showering and changing at home please do so. There is no pressure to use our changing facility**

**Mobile phones must not be used in the changing rooms**

**Adults must not change, or shower, at the same time using the same facility as children**

**If adults and children have 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**

**Mixed gender teams must use our separate male and female changing rooms**

**Children refers to anyone under 18 years old**



# Reference Form

**(please insert name)**

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is involved in cricket and in keeping with guidelines set out by the ECB, has been asked to provide a reference.

Their role involves working with and/or supervising children. As an organisation committed to safeguarding children, we are keen to gather references and to know whether you have any concerns about the applicant's involvement with children.

If you are willing to complete the rest of this reference, any information you share will be treated in confidence in accordance with relevant legislation.

How long have you known this person?

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In what capacity do you know them?

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Do you think this person is suitable to help in children's cricket?  
 Yes  No  
 If yes, could you comment on their skills, ability and relationships with children?

---

If no, can you say why?

---

Please tick the relevant boxes:

	Poor	Good	Excellent
Able to stay calm with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to motivate children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular skills (e.g. coaching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with club members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Non UK Resident Vetting Form

**Reason for Applying: Please tick one box**

- Attending Coaching Course as allowed by Visa / Home Office rules
  Overseas Coach (Non Tier 2/5)
- Overseas Player/Coach (Tier 2/5 Home Office Points Based System)
  Other (as allowed as by Visa / Home Office rules (please state .....))

<b>FULL Name (as it appears on your passport)</b>	Last name / Surname		
	Forenames:		
<b>Surname at birth (if different)</b>		<b>Also Known As:</b>	
<b>Sex (please circle)</b>  Male / Female	<b>Position</b>		<b>Date of Birth:</b>
<b>Country of Birth</b>		<b>Nationality</b>	
<b>Passport Number</b>		<b>Date of Issue</b>	
<b>Passport issued by</b>			
<b>Email Address and phone number</b>			
<b>Intended Arrival Date in UK</b>		<b>Intended Departure Date from UK</b>	
<b>Club name</b>	<b>Willoughby Cricket Club</b>		
<b>Club Address</b>  <b>County</b> <b>Postcode</b>	The Green Pye Court Rugby Warwickshire CV23 8BZ		
<b>Name of club contact</b>	<b>Honorary Secretary</b>		
<b>Tel number and Email address of Club contact</b>			





# Non UK Resident Vetting Form

<b>Overseas Address (Home Country)</b>	
<p><b>Have you been a resident at the above address for the last 5 years?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If no, you will need to provide us with all previous addresses (UK or other) and dates please during the past 5 years. Please attach to this application</b></p>	
<b>Address in the UK ( if known)</b>	
<p><b>Evidence to be Submitted:</b></p> <p><input type="checkbox"/> Certificate of Good Conduct from Police Authority or High Commission ***IT IS USUALLY EASIER TO OBTAIN THIS BEFORE YOU LEAVE THE COUNTRY</p> <p><input type="checkbox"/> Copy of passport photo page</p> <p><input type="checkbox"/> Copy of passport extension page (if applicable)</p>	
<b>Applicant Name:</b>	<p>By signing this form I confirm that the information provided and in each document supplied with it are accurate and complete and that I understand and agree to my information being used in accordance with the Data Protection Statement below.</p> <p>Signed:</p>

**Please return to:** **ECB Governing Body Endorsements  
England and Wales Cricket Board  
Lords Cricket Ground  
London NW8 8QZ**

1. Complete the ECB Overseas Vetting Form (and previous address form if required)
2. Attach the appropriate criminal record background certificate from the country of residence, which has been issued within the last 3 months

**Please note: Incomplete applications will not be accepted**

### Data Protection Statement

The England and Wales Cricket Board (ECB) will hold the information you provide in a database and will use it to:

- verify the information you provide and the role you propose to take up at the relevant Club
- administer the request for an ECB endorsement for you including assessing you against the endorsement criteria
- administer the application to the Home Office
- administer any appeal you may make against any decision
- notify decisions to your sponsoring Club

The ECB may provide information to the Disclosure and Barring Service.  
In the interests of child safeguarding, the ECB may share information it has about you with law enforcement, child protection and other relevant organisations to protect children from harm.

*You are entitled to a copy of the information held about you for which a fee may be charged.  
Details of how to do this are available from the ECB Data Protection Officer.*



# How to Determine Which Roles are 'Regulated Activity' with Children in Cricket

**Does the role involve carrying out any of the following activities?**

1. Teaching, training, instructing, caring for or supervising children?
2. Providing guidance and advice on well-being for children?
3. Driving a vehicle only for children? **(NB no such roles in cricket)**



**Does it happen 'frequently' (once a week or more)?**

**OR**

**Does it happen 'Intensively' (on 4 or more days in a 30-day period, or overnight)?**

(NB – where the frequency criterion is not met, there is still an exception to the Rehabilitation of Offenders Act allowing an Enhanced check for 'any position which otherwise involves regularly caring for, training, supervising')



**Does the individual carrying out any of the activities UNSUPERVISED?**

('Supervised means that another individual who is deemed to be carrying out 'Regulated Activity' (and who has been vetted themselves) can see and hear the interactions between the individual and the child/ren at all times). Supervision must be continuous at all sessions. Two equal status people cannot supervise each other.



**This is 'Regulated Activity'**

This role is Eligible for a DBS check  
A Barred list check is **REQUIRED** for this role

**This is NOT Regulated Activity**

This role is eligible for a DBS check  
But  
This role is **NOT** eligible for a Barred list check