



# **Hampshire Cricket Board Ltd Safeguarding and Welfare Handbook**

Hampshire Cricket Board Ltd adopts England and Wales Cricket Board (ECB)  
“Safe Hands” Cricket’s Policy for Safeguarding Children  
Updated May 2025 (due for review October 2026)

**Hampshire Cricket Board Ltd - Safeguarding Officer**

**John Cook [john.cook@utilitabowl.com](mailto:john.cook@utilitabowl.com) - 07766838779**

We have an appointed Safeguarding and Welfare Officer and ensure they attend training modules required by the Cricket Regulator. Roles of the County Safeguarding and Welfare Officer include:

- First point of contact to parents, children and staff regarding safeguarding concerns
- To respond and record concerns and report directly to the Cricket Regulator Safeguarding Department if the concern approaches or breaches the Cricket Regulator’s safeguarding thresholds
- A source of knowledge on safeguarding policies and procedures recommended by the ECB and in place at Hampshire Cricket Board Ltd.
- As a point of contact within the pathway for the Cricket Regulator

## **What/Who is the Cricket Regulator?**

In summary, the remit of the Cricket Regulator includes matters of anti-discrimination, anti-corruption, anti-doping, misconduct and safeguarding.

Safeguarding is everybody’s responsibility. Everyone involved in cricket, from All Stars to the England teams, should understand the importance of keeping people safe within our game. We are committed to ensuring a safe environment for everybody.

Please visit the following website for definitive information - <https://www.cricketregulator.co.uk/>

## What do you do if you have a concern?

If you have a concern about the welfare of a child with Hampshire Cricket Board Ltd. activity/events, please report your concerns to the County Safeguarding Officer using the contact details listed above.

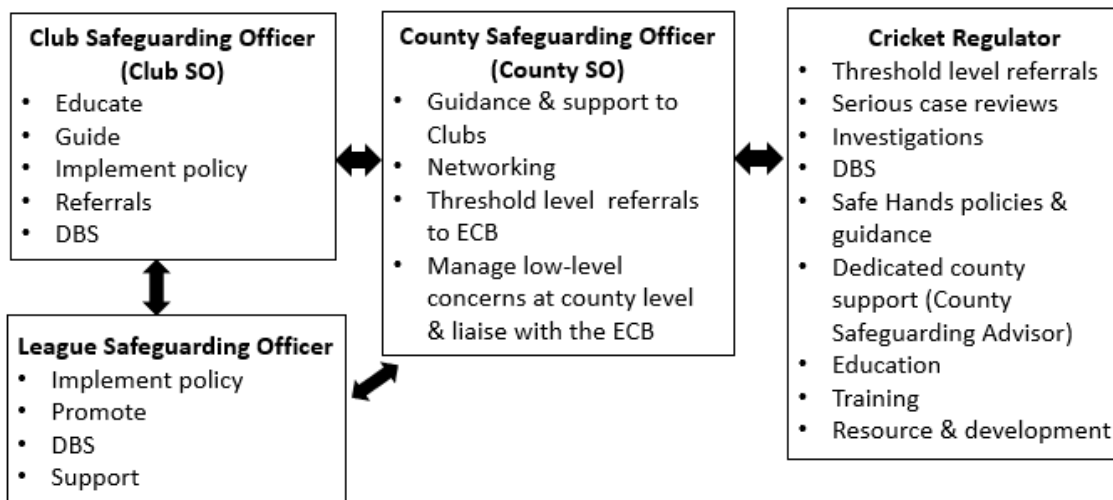
We ensure all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.

We ensure 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 Safeguarding Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures.

## Cricket Specific Advice

We ensure that all individuals working in, or for, Hampshire Cricket Board Ltd (such as staff, officials, coaches, team managers and other appropriate volunteers involved in regulated activity) are provided with support, education and training so they are aware of how to adhere to good practice and Code Conduct guidelines defined by the ECB. We also ensure those individuals understand how the “Safe Hands Policy” applies to them.

## Safeguarding in Cricket



| Cricket Contacts for Safeguarding                         |  |  |
|---|--|--|
| County Safeguarding Officer                               | John Cook  | <a href="mailto:John.Cook@utilitabowl.com">John.Cook@utilitabowl.com</a><br>T: 07766838779   |
| The Cricket Regulator<br>(Safeguarding)                   | Lord's Cricket Ground,<br>London, NW8 8QZ  | <a href="mailto:safeguarding@cricketregulator.co.uk">safeguarding@cricketregulator.co.uk</a><br>T: 02074321200   |
| Local Contacts for Safeguarding                           |  |  |
| Local Authority Designated<br>Officer (LADO)              | Hampshire County Council<br>The Castle, Winchester,<br>SO23 8UJ  | <a href="mailto:Child.protection@hants.gov.uk">Child.protection@hants.gov.uk</a><br>T: 01962 876364  |
| Local Authority<br>Children's Services                    | Hampshire County<br>Council<br>The Castle, Winchester,<br>SO23 8UJ   | <a href="mailto:Childrens.services@hants.gov.uk">Childrens.services@hants.gov.uk</a><br>T: 0300 555 1384<br>Out of Hours:<br>T: 0300 555 1373  |
| Adult Social Care   | Hampshire County Council   | <a href="https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact">https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact</a><br><br><a href="tel:03005551378">0300 555 1378</a> |
| The Samaritans  |  | T: 08457 909090  |
| Local Police Child Protection<br>Teams                    |  | T: 101   |
| National Contacts for Safeguarding                        |  |  |
| NSPCC Freephone 24-hour<br>helpline                       | National Centre Weston<br>House 42 Curtain Road<br>London EC2A 3NH<br><a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> | T: 0808 800 5000   |
| NSPCC Asian Child Protection<br>Helpline                  |  | T: 0800 096 7719   |
| Child Protection in Sport Unit<br>(CPSU)                  | 3 Gilmour Close Beaumont<br>Leys Leicester L4 1EZ<br><a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>              | <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a><br>T: 0116 2347278  |
| Child Exploitation and Online<br>Protection Centre (CEOP) | 33 Vauxhall Bridge Road<br>London SW1V 2WG_<br><a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>                          | T: 0870 000 3344   |
| Ann Craft Trust (Adult<br>Safeguarding)                   | The Ann Craft Trust, Centre<br>for Social Work, Nottingham,<br>Nottinghamshire, NG7 2RD                                      | <a href="mailto:ann-craft-trust@nottingham.ac.uk">ann-craft-trust@nottingham.ac.uk</a><br><br><a href="tel:01159515400">0115 951 5400</a>  |



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### **1. Safeguarding Policy Statement**

**Hampshire Cricket Board Ltd is committed to ensuring all Children (i.e. all persons under the age of 18) and adults from all backgrounds can enjoy and achieve success in cricket either as a participant, volunteer or staff member.**

**We will do this by:**

- Recognising all those participating in cricket regardless of background, age, gender, race, religion, sexual orientation, ability or disability have a right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within cricket at, or for, Hampshire Cricket Board (HCB) provide a welcoming, safe, and fun experience for children
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands Policy” and ongoing iterations
- Appointing a County Safeguarding Officer to oversee HCB activities and provide advice and support to Club Safeguarding Officers
- Ensuring all people who work in cricket at, or for, HCB Ltd (such as staff, officials, volunteers, team managers, coaches and so on) understand how the “Safe Hands Policy” applies to them
- Ensuring all individuals working within cricket at, or for, HCB Ltd are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, HCB Ltd 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 HCB Ltd
- Ensuring the name and contact details of the County Safeguarding Officer are available:
  - As the first point of contact for parents, children and volunteers/staff within HCB Ltd
  - As a source of procedural advice for HCB, its committee’s and members
  - As the main point of contact for the Cricket Regulator/Safeguarding Team, and as the main point of contact for HCB Ltd for relevant external agencies in connection with safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing safeguarding concerns
- Supporting the creation of plans and strategies to create environments where the views of children/adults, 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 abuse/neglect, and/or about poor practice) as well as make proactive contributions to creating welcoming, safe and inclusive environments to the County Safeguarding 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 County Safeguarding Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

## 1. Safe Coaching Guidance

To ensure players and coaches remain safe during cricket coaching, the following guidance should be followed as per current ECB guidance.

**Coach to Player Ratio – Please see updated guidance document from ECB [here](#) which extends details related to supervision ratios**

There must always be a minimum of two adults with an ECB DBS should be present at any training session or match. For single sex groups, there must be at least one same gender member of staff.

- Net Coaching: 1 Coach : 8 Children
- Group Coaching: 1 Coach : 24 Children
- Hard Ball Coaching: 1 Coach: 16 Children

### **Arrival and Departure at Training and Matches**

- Two coaches should arrive at training or matches at least 15 minutes before the arrival time of players. This is to ensure that there is never one coach and one child present before others arrive.
- If a coach is running late, they must inform the other coach. The coach present should ask a parent to stay and observe until the second coach arrives.
- Parents are encouraged to stay and watch training and matches.
- Where parents cannot stay for the duration, they should take their children to the training location before leaving. If only one coach is present at the time of arrival the parent should not leave until another coach or supervisor arrives.
- Two coaches should stay at training or matches until all children are collected.

### **One to One Coaching (HCB coaching activities)**

- All Hampshire Cricket Board Ltd coaches working within a Hampshire capacity must have appropriate qualifications including ECB vetted DBS check, first aid and online safeguarding training.
- Where possible, any aspects of the coaching that can be done in a public space should be. For example, one to one meeting or informal chats should be done in a quiet spot in a public space.
- Parents/Guardians must be encouraged to stay and watch the session. Where this is not possible, another date/time should be arranged.
- One to one coaching must be arranged through the parent and all communication will remain through the parent, up until the age of 18.
- One to one coaching must only take place at pre-arranged times and locations. This must not be changed without informing the parent/guardian.
- If a coach or participants feels vulnerable in this situation, they must share their concerns immediately with the County Safeguarding and Officer.

**Adult and Under 18s Dual Sessions – Please refer to specific guidance related to juniors participating in open age cricket can be found via the following documents:**

- [ECB Cricket Safety Regulations](#)
- [ECB Recreational Cricket Safety Guidelines](#)

- In making decisions to 'play up', coaches should ensure the player continues to enjoy their cricket, the experience is positive and developmental and the player has a supportive peer network. A meeting should be held between the previous coach, new coach, player and parent/guardian to discuss.
- Adults within the group will be informed of the members of the group who are under 18 years old and reminded to avoid any inappropriate behaviours. Adults who do not adhere to this will be further reminded and or cautioned, potentially leading to disciplinary action.
- Coaches should be proactive in offering children the opportunity to contribute to sessions, listen to their ideas and act on them.
- Coaches should have conversations with children during and after a session to find out how comfortable they felt within the session. Adaptations should be made accordingly.

## **Managing Participants Away from the Club**

In any given season, as many as 50 per cent of matches can be played away from the home county. This guidance helps define the effective management of children while in the HCB's care. The guidance covers all trips including those which involve at least one overnight stay. This guidance also applies to open age group teams where one or more players are under the age of 18.

Additional guidance can be found in the [ECB Safeguarding Kit Bag](#) which should also be adhered to.

This includes:

- Following [ECB Safer Recruitment guidelines](#) for staff and volunteer appointments
- Undertaking risk assessments of venues and facilities
- Following ECB Supervision Ratios guidance for activities involving children
- Having an agreed Transport Policy in place at the club
- Ensuring all individuals have agreed to act within the appropriate ECB and/or Codes of Conduct.

This guidance applies at the home venue as well as when children are taken away from their home club.

## **Supervision Arrangements (Overnight/Residential Trips)**

HCB will determine through the designated safeguarding lead for a department or programme, appropriate adult supervision levels and any training they may require for trips away from home.

- HCB will appoint a Head Coach and Team Manager, with the Head Coach and other coaches taking responsibility for training and competition management, and the Team Manager (and any other staff/volunteers) taking responsibility for pastoral care
- HCB must also appoint a Home Club Contact who should be available for emergency support
- All members of staff/volunteers need to have a clear knowledge of their role and responsibilities
- Staff/volunteers must be aware that they have a common law duty of care to act in the same manner as a prudent parent/carer

- All staff/volunteers must understand and adhere to the ECB Safe Hands Policy
- There should also be a named safeguarding lead for the trip - this may be the team manager or another volunteer. This individual should have an ECB DBS in place.

### **Keeping Parents and Carers Informed**

An initial invitation will be provided to the parent/carer of the participant to seek initial permission and for a subsequent meeting with the parent/carer and players to provide details of the trip. This meeting should cover:

- An itinerary giving as much detail as possible including duration of the trip
- Details of accommodation with address and contact numbers
- Names of all cricket staff/volunteers
- Codes of Conduct for staff/volunteers and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures and details of the safeguarding lead for the trip
- Details of insurance
- Details related to any financial arrangements
- Details of transport
- Kit list.

The above should also be communicated to all parents in writing.

### **\*Team Manager Responsibilities**

The Team Manager must ensure that players are safe throughout the time away and is responsible for communicating with parents ahead of the trip to share information on:

- The reason/purpose of the trip
- When the trip will take place – dates and times of departure and return
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Supervision arrangements
- Kit and equipment requirements
- Arrangements for food/drinks
- Costs
- Name and contact number of the person acting as Home Club Contact.

The Team Manager must also have written copies of any medical information and at least one emergency contact number for each player. As well as communicating the above in writing, for trips and tours it is a good idea to hold a meeting for players and parents to go over the itinerary and other details. ***\*The Team manager can also be a Hampshire Cricket Board Development Officer.***



## **Home Contact Responsibilities**

The HCB Home Contact is a nominated and willing representative who is not travelling away and acts as a contact point in an emergency.

It is recommended that the HCB Home Contact should be an individual that already holds a current ECB DBS Certificate.

The HCB Home Contact should be provided with the following information to enable them to fulfil their role should they need to:

- Names of players and staff/volunteers 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/volunteers which can be used while they are on the trip
- Telephone numbers for the local police to the home club
- Contact numbers for accommodation if trip is overnight
- Telephone numbers for the nearest police to the accommodation if trip is overnight.

There are several additional considerations when taking teams away overnight.

- Identify suitable venues and facilities for both the cricket and accommodation. If possible, conduct a site visit 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 and or receive the organiser's event risk assessment, this is key to incident prevention and managing potential hazards. Children must not be placed in situations which expose them to an unacceptable level of risk
- Request insurance details and ensure these are sufficient to cover the trip and keep copies of certificates on files. Clubs should check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.

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

## **Accommodation**

There are several things to consider when choosing accommodation i.e. allocation of bedrooms in advance, ensuring:

- Children should not share rooms with any adult
- Players will not share beds
- Players of different genders will not share rooms
- Staff/volunteers of different genders will not share rooms
- Staff/volunteers do not share rooms with players
- Players of vastly differing ages do not share rooms

- Staff/volunteers and players do not share bathrooms
- Signage is created for bedroom doors and players know which rooms staff/volunteers are in and how to contact them if necessary.

You should contact accommodation staff in advance to:

- Ensure accommodation is clean and there is access to sufficient toilet and bathing facilities
- Ensure children will not have access to any inappropriate TV channels or streaming services
- 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

Ensure the building has appropriate fire plans and fire prevention measures

- Where possible, obtain floor plans
- 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.

## **Good Practice for Overnight Trips**

Ideally, accommodation should have a communal area for players to socialise and a staff room for staff/volunteers to take breaks, have meetings and hold confidential conversations.

Staff/volunteers should not enter a child's bedroom or invite a child to their bedroom. In the exceptional circumstance of a child taking so ill that they are physically unable to leave their bedroom, ensure you are accompanied by another adult and report this immediately to the trip safeguarding lead.

It is never appropriate for a player to enter a staff/volunteer's bedroom.

If you need to speak to a player confidentially, bedrooms are not an appropriate location. Seek to conduct the conversation in a neutral location such as outside, in a meeting room, or in a quiet spot in a communal area such as a hotel reception. Always remember - 'The Rule of Two', documented in the ECB Supervision Ratios.

## **Player Profile Forms**

You will need a profile for every player on the trip. Information for the player profile should be provided by parents/ carers in writing. You will need to gather:

- Signed consent form accepting the Code of Conduct
- Medical conditions or allergies e.g. asthma, epilepsy, diabetes
- Any daily or emergency medication taken
- Any dietary requirements
- Any physical/sensory needs

- Any cultural/religious needs
- Consent for emergency medical treatment
- At least one emergency contact
- Any other information the parent/carer feels is relevant (e.g whether this is the child's first time away, if they are particularly anxious about an aspect of the trip etc).

## **Preparing Players for the Trip**

The Team Manager and Coaches should meet with players before the trip to agree:

- Expectations of the players
- Kit list
- Staff/volunteer roles and responsibilities, including who is the safeguarding lead for the trip
- Emergency procedures
- Support if they are homesick, are unhappy, worried or need someone to speak to
- Codes of Conduct should be signed by all players and parents/carers. They should include confirmation that people are responsible for their own property.

## **First Aid**

As well as collecting medical information for all players, the staff team should be prepared to administer first aid at any point.

- A first aid kit must always be available
- Check the first aid is correctly stocked before departure
- Make a note of any items used during the trip so that these can be re-stocked
- At least one supervisor present with the team should have a first aid qualification achieved within the last three years
- Record in writing any first aid or medication provided.

## **Emergency Situations**

As well as minor injuries and incidents of players feeling unwell, staff/volunteers may have to act in an emergency to take life-saving action in extreme situations.

The Team Manager should gather in advance addresses for the nearest hospital, A&E department, pharmacy, walk-in center and emergency dentist. The Team Manager must also consider in advance how they would contact the emergency services if needed (especially if they are abroad or in a remote area with poor phone signal), how they would direct them and how easily an emergency vehicle could access the site.

If an emergency occurs, the Team Manager must:

- Establish the nature of the emergency and the names of any casualties

- Ensure the rest of the team are safe and supervised
- Follow emergency procedures, including communicating with other members of the team as appropriate
- Ensure two members of staff/volunteers accompany any casualties to the hospital, unless in exceptional circumstances
- Complete an ECB Incident Reporting Form and gather witness statements if necessary
- Inform the County Safeguarding Officer who will inform the ECB Safeguarding Team if appropriate
- Contact the Home Club Contact.

The Home Club Contact must:

- Contact parents/carers and keep them informed
- Liaise with club officials and the ECB as required
- Report the incident to the insurers

*Emergency situations can be distressing. It is important that all players and staff are given the opportunity to debrief and seek support. Clubs can contact their County Safeguarding Officer or the Cricket Regulator Safeguarding Team to discuss this*

## **2. Anti-Bullying Policy**

**Hampshire Cricket Board** is committed to providing a caring, friendly, and safe space for everyone to experience cricket in a friendly, secure, and enjoyable environment.

### **Bullying of any kind is unacceptable and will not be tolerated**

If bullying does occur, the person subjected to the bullying should be able to report it with confidence that incidents will be dealt with promptly and effectively.

We encourage anyone who knows or suspects that bullying is happening to speak to the County Safeguarding Officer.

- All staff and volunteers should know our policy on bullying and follow it when bullying is reported
- All children and parents/carers should be aware of our policy on bullying and what they should do if bullying occurs
- We take bullying seriously. Children and parents/carers should be assured they will be

supported when bullying is reported

### **What is Bullying?**

Bullying is intentional behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere, including at home, at cricket or online. It is usually a repeated behaviour and can hurt someone both emotionally and physically.

#### **Bullying can be:**

- Emotional: being unfriendly, excluding, tormenting (hiding kit, threatening gestures, commenting negatively on performance)
- Physical: pushing, kicking, hitting, punching, or any use of violence
- Discriminatory: relating to someone's protected characteristics
- Sexual: unwanted physical contact or sexually abusive comments
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Online: via messages or social media.

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. In situations where children are bullying other children, this should be addressed immediately, and their behaviour discussed with their parents.

All members of our club and the cricket clubs associated to the ECB, have a responsibility to respond promptly and effectively to issues of bullying towards children.

### **Signs And Symptoms**

A person may indicate they are being bullied by signs or behaviour. You should speak with our Club Safeguarding Officer if someone:

- 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, a victim of bullying may:**

- Display anxious behaviours
- Cry themselves to sleep or have nightmares
- Become uncharacteristically aggressive, disruptive, or unreasonable
- Bully other people or siblings
- Stop eating
- Self-harm
- Attempt or threaten suicide
- Run away

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

### **Reporting and Responding**

- Report any bullying incidents to our County Safeguarding Officer straight away
- The bullying behaviour or threats of bullying will be investigated thoroughly
- A plan will be implemented to support the victim whilst this investigation is ongoing. If the alleged bully is a child, consideration will be given to what support they might need
- In cases of serious bullying, the incidents may be reported to the Cricket Regulator Safeguarding Department. The County Safeguarding Officer will discuss this with the Cricket Regulator
- If the bullying relates to a child, then parents should be informed and will be asked to come to a meeting to discuss
- If necessary and appropriate, the police will be consulted
- An attempt will be made to help the bully understand and address their bullying behaviour and how it impacts others.

In cases of adults reported to be bullying children, the County Safeguarding Officer will always be informed and will advise on the action to be taken.

### **Prevention**

We will use KIDSCAPE methods to help children prevent bullying. As and when appropriate.

This policy is based on guidance provided to schools by [KIDSCAPE](#), a voluntary organisation committed to helping prevent child bullying. Kidscape also have a [Parent Advice Line](#).

[Childline](#) also offer advice on bullying and can be called for free on 0800 1111.

## **4. Social Media Policy**

Social media, when used properly, is exciting and opens up a lot of opportunities. Hampshire Cricket Board Ltd may safely use social media as a promotion tool and means of communication. However, we recognise that at times social media can seem strange and even “intimidating” for people. To ensure social media is used positively, please read and adhere to the information outlined below.

## **Zero Tolerance**

Everyone at Hampshire Cricket Ltd is reminded that the relevant codes of conduct apply online, just as they do in the ‘real world.’ Insulting, offensive, obscene, injurious or false content can be dangerous and harmful to people’s wellbeing and reputation as well as bringing Hampshire County Cricket Club into disrepute. We will not tolerate any malicious communications, harassment or discrimination through social media.

Do not use social media to make malicious, insulting, offensive, obscene or false statements regarding our players, coaches, officials, staff, volunteers or spectators.

This applies regardless of whether:

- You are posting yourself or sharing someone else’s post
- The individual is tagged in the post or not
- The communication is by word, photograph, video or any other form
- The post is anonymous or not. If we can trace it back to you, we will act.

## **ECB Guidance for Parents / Guardians and children / young people on how to use social media safely Children/Young People**

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text:

- If someone isn’t your friend in real life, they aren’t your friend on the internet.
- Be careful when accepting friend requests.
- Sometimes people on the internet aren’t who they say they are. If you’re not 100% sure, don’t risk it.
- Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos.
- If someone is sending you messages or texts that you are worried about, you should tell your parents, an adult you trust, your teacher or your club or county safeguarding officer.
- Bullying can happen online too, and it’s known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don’t be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk/>

## **Children DO**

- Keep your photos and personal information private.
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket.
- Tell an adult that you trust if you are worried or concerned about online behavior or unwanted contact/ communication.

### **Children DO NOT**

- Send inappropriate text messages or post messages on social media that are offensive, nasty, or derogatory in any way.
- Accept any friend requests from people you don't know or you feel uncomfortable accepting.

### **Parents/Guardians**

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

Please take time to look at the following link <https://www.nspcc.org.uk/keeping-children-safe/online-safety/social-media/> to find out some current information, including current age ratings/features of some of the main social media applications.

Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable. You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and guardians: <https://www.thinkuknow.co.uk/Parentsold>

### **Parents / Guardians DO**

- Make sure you are aware of who your child has contact with online and via text
- Be aware of The ECB and the club's expectations for coaches and social media
- Talk to your children about using social media
- Provide your mobile number / email address if requested, so the club can contact you

For more information about staying safe online: <http://www.thinkuknow.co.uk/>

Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms. If you have concerns regarding social media, texts and emails or if you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behavior to your Club Welfare Officer, the County Safeguarding Officer, or the Cricket Regulator

If you believe that an offence has been committed, or that someone's use of social media is placing a child at risk of harm, inform the police immediately.

## **5. Communications Policy**



Social media is a constantly changing landscape providing both benefits and risks to cricket clubs and those involved in cricket. Social media platforms enable efficient communication between your organisation and its members, staff or volunteers, players, supporters, and parents/carers. Risks include cyber bullying, inappropriate content being shared on club platforms and security issues such as club or personal accounts being hacked.

Codes of Conduct should include aspects around social media and many cricket clubs have formally included expectations around online behaviour into their disciplinary processes.

Social Media and Online Communication, when used properly, offers many positive communication opportunities for cricket clubs. There are many different social media platforms which incorporate instant messaging, sharing of images and videos, live streaming, and gaming. As the number of available apps grows and changes, it is important to follow some simple guidelines to ensure that social media can be safely used as a promotional tool and a means of communication.

Remember: cricket is an open age and open gender sport.

### **Hampshire Cricket Board Staff (full/part-time) and volunteers**

Social media platforms can be a positive way of promoting you and cricket in general, as well as being a way to stay in touch with friends, but it is essential to keep these two worlds separate.

- All contact with children, should be through the cricket club account, and strictly in relation to training, coaching, matches, and cricket-related activity
- For coaches, any communication with anyone you are in a coaching relationship with should adhere to the expected standards in the [Coaches Code of Conduct](#)
- You should adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. Although younger players may see you as a friend and may request to be your 'friend' on a social media platform, you should direct them to the cricket club account page, keeping all contact professional. You should let your County Safeguarding Officer know about any friend request from an under 18 participant and/or member of the public
- Any direct communication or interaction with a child on a social media platform could be misconstrued as overstepping expected professional boundaries
- Before using social media to post or comment, consider whether you would be happy for those you are coaching, or their parents, to see your post
- You should never criticise players, team members, or their parents online
- It is also important to be mindful of any content you post online via associated cricket board social media page or platform.

### **Remember:**

- You are representing Hampshire Cricket Board Ltd
- Your communications should conform to Safe Hands guidance
- Your post should not cause personal distress or be seen as inappropriate in content

- If you would not put it on a notice board at work, it does not belong on the organisation's social media platforms
- Remember to follow the [ECB Photography, Video and Live Streaming Guidance](#) on combining names and images. If a child is named (or is otherwise identifiable by, for example, a nickname), avoid using their image alongside the name. If an image is used, avoid naming the child.

### **Contact with players who are children**

- You should make training, playing, and other arrangements for children via parents/carers
- As children approach adulthood, they may become increasingly responsible for making their own training and playing arrangements. An acceptable exception to this rule for children over 16 is to contact the parent/carer and to copy in the child with the parent's prior consent. This means the parent/carer can monitor communications, but the 16/17-year-old receives the information directly
- You should not engage in any communication with any child without their parent/carer receiving the same messages from you
- If you receive any responses that appear inappropriate, they should be brought to the attention of the parent/carer and Club Safeguarding Officer immediately
- All contact with children should be in relation to coaching, matches, and cricket-related activity only
- *HCB may wish to consider using a platform for team management which allows contact with parents/carers and participants while not revealing their contact details to others on the platform.*

### **Social Media: Do's and Don'ts**

#### **Staff and volunteers Do**

- Have separate social media accounts for cricket club and personal use
- Keep photos and personal information private
- Apply all relevant Codes of Conduct and appropriate professionalism to your behaviour online. Obtain consent before posting any personal information online. This includes photographs where an individual can be identified
- Remember the picture/no name guidance for children
- Make your account(s) secure by enabling two factor authentication and regularly check your privacy settings for both personal and club accounts.

#### **Staff and volunteers DO NOT**

- Contact children by any means. Arrangements should be made via a parent/carer. Remember that the **Rule of Two** applies to all your interactions with children, whether in person or online
- Send private messages to children via apps or social media
- Invite or accept children to become 'friends' on social media platforms
- Respond to a direct message from a child. If this happens let a parent/carer and the Club Safeguarding Officer know
- Send or post inappropriate messages that are offensive, negative or derogatory in any way.

## **Adult Players in Open Age Teams**

Please be mindful of who may have access to material you share via social media.

The open age nature of cricket can mean that children are playing alongside adults of a similar age who they may have grown up with, be at the same school as, and consider to be friends. Players over the age of 18 should remember that some of their teammates are children, and should judge their social media interaction accordingly and in line with club Codes of Conduct. Direct contact between an adult player and a child when there is a significant age gap between the two could be misconstrued. The adult should consider if this contact is appropriate.

If your relationship to those in your team changes (e.g. if you are appointed captain or coach), then your online contact with any children in your team will have to change as outlined above. An individual should be mindful in relation to any changes in relationships such as playing/representing a team or programme activity and while being employed by the Hampshire Cricket Board in any capacity.

If you have any questions about how to manage this change, please speak with your Club Safeguarding Officer.

## **If you have Concerns Regarding Social Media**

If you suspect someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to the platform as well as to your Club Safeguarding Officer, County Safeguarding Officer or the Safeguarding Team ([safeguarding@cricketregulator.co.uk](mailto:safeguarding@cricketregulator.co.uk))

## **Information for Parents and Carers**

As children have access to the internet from phones and other personal devices, it can be increasingly difficult to monitor their use. It is important to enable them to stay safe while online.

Different social media platforms have different age policies. Parents/carers should familiarise themselves with these age policies and how each platform works, including how to use privacy settings to keep users safe.

It is important that your child feels they can talk to someone if they are being bullied online, or if they have been exposed to something that makes them upset or uncomfortable.

There is a range of useful information available for parents/carers to help keep children safe online including:

- [NSPCC](#)
- [Child Protection in Sport Unit](#)
- [Thinkuknow Home Activity Packs](#)

## **Parents/carers DO**

- Make sure you are aware of who your child has contact with online and via messaging apps
- Use parental controls that are available on your home WI-FI and on any platforms your children

may be using

- Be aware of the ECB and your club's guidance of the use of social media and report anything that concerns you to the Club Safeguarding Officer, County Safeguarding Officer or the Safeguarding Team ([safeguarding@cricketregulator.co.uk](mailto:safeguarding@cricketregulator.co.uk))
- Keep talking to your children about their use of social media
- Provide your phone number and email address to the club so they can contact you directly
- Report any content you think may be improper or unlawful to the police or the [Internet Watch Foundation](#). Reporting is easy, anonymous, and could help to save a child from ongoing harm.

### Information for Children

Connecting with your friends online is something you will most likely do every day. When you are using social media to connect with your friends in cricket, we want you to be safe. Please remember these things when you are online or using social media.

- If someone isn't your friend in real life, they aren't your friend online. Be careful when accepting friend requests or arranging to meet someone you have 'met' online
- Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it
- Remember to change your privacy settings so that only your friends can see information about you, your posts, and your photos
- Remember that your school's name or cricket club name can make you identifiable. Don't post personal details on your social media
- Trust your instincts. If you see or receive any hurtful, upsetting or harmful content online you should use the social media platform reporting tools and tell your parent/carers or another adult you trust, such as your teacher or your Club Safeguarding Officer
- Remember that your coach is a professional, just like your teachers. They should not be your friend online and should not be sending you friend requests or messaging you on any social media platform
- All contact from your coach should be via your parent/carers or, if you are 16 or 17, your parent/carers should be copied into all messages
- Bullying can happen online. This can include negative comments about someone's performance or achievements on the field. If you, or someone you know, has had this happen, you should tell an adult that you trust
- Don't be afraid to tell someone if you have concerns. If you want to know more about staying safe online, the websites below are a good place to start:

- [Childline – Online and Mobile Safety](#)
- [Thinkuknow](#)

### Children DO

- Keep your photos and personal information private
- Regularly check your privacy settings to ensure your accounts stay secure
- Conduct yourself in a respectful manner on social media as you would at home, in school or at cricket
- Make sure that you feel comfortable with everything you are doing online, if anything makes you feel uncomfortable, stop, and ask a trusted adult for help
- Remember that anything you post online could be there permanently – think before you post
- If you are worried about inappropriate online behaviour or unwanted contact/communication use the social media platform reporting tools. You should also tell your parents or carers, a professional (such as a teacher), your Club Safeguarding Officer or another adult you trust.

## Children DO NOT

- Post inappropriate content on social media or make comments or send messages that are offensive or nasty in any way
- Accept any friend requests from people you don't know, or you feel uncomfortable accepting. Always tell your parent/carer, an adult that you trust or your Club Safeguarding Officer if this happens
- Send or forward any nude or sexual images of yourself, someone you know, or anyone you don't know, even if you think it is just for fun. It is wrong and it is against the law.
- If you are worried that someone else is sharing nude or sexual images of you, support is available from [Report/Remove](#)

If you stumble across sexual images or videos, of someone who could be under 18, you should tell someone you trust and report it to the [Internet Watch Foundation \(IWF\)](#). Reporting is easy, anonymous, and could help to save a child from ongoing harm.

## Listening to Children

Communicating with children also involves listening to children. At Hampshire Cricket Board we create an environment where children feel they can share their views and ideas in a safe and non-judgmental space. Children's contributions will be taken on board and responded to in a way that makes the child feel valued, safe and included.

## 6. Photography and Filming Policy

Hampshire Cricket Board Ltd wishes to ensure photography and video footage taken is done appropriately. Parents and guardians should not be prevented from taking pictures of, or filming, their children. At Hampshire Cricket Board we want to ensure this is done in a safe way and therefore implement the following policy.

- Parents/Guardians are given the opportunity to consent or not consent to photographs/videos being taken of their child.
- Parents/Guardians are permitted to take their own photographs/video of their child participating in matches or training; providing they have given consent.
- If consent is not given by a parent/guardian for photographs or videos to be taken of their child, this will be made known to the relevant person of the other team so no photographs or videos are taken of that particular child
- If you have concerns regarding inappropriate or intrusive photography at matches or training, immediately report this to a member of the coaching team in attendance.
- Hampshire Cricket Board Ltd may wish to upload images of a child to social media or the club website to promote positive images of children playing cricket. Parents/Guardians are given the opportunity to provide consent to this at enrolment.
- When a photograph or video is made visible in the public domain, no child's name will be associated with the image and the child will be in appropriate Hampshire Cricket Kit.
- Videos may be taken at matches and training as a coaching aid. Any material taken in

connection with coaching will be stored securely and deleted when a parent requests this, or when the material is no longer needed.

## **7. Changing Rooms and Showering Facilities**

Parents/carers, coaches, team managers and volunteers should be aware that there are circumstances where junior players may find themselves changing in facilities where adults are present in the area. Cricket is unusual in that children play, compete, practice, train and socialise amongst adults. We all have a duty of care to ensure risks are minimised by implementing the following procedures.

While groups of children are using changing facilities, coaches and other volunteers must not enter unless absolutely necessary. Remember the 'Rule of Two', giving particular consideration to the gender of those using the facilities when deciding who the most appropriate adults are to enter. Such access should be announced verbally before entering.

**Signage should be used to indicate when the changing room is in use by children.**

- Children should be encouraged to arrive and leave in their playing kit and are not required to change/shower at the ground
- Where possible, separate facilities should be available for children to change/shower in a different location to adults
- Mixed gender teams must always have separate and clearly signed changing facilities. If this is not possible, players should have a specific time allocated to using the changing facilities, based on their gender, and this should be strictly adhered to
- For the avoidance of doubt, mobile phones or any other equipment capable of capturing still or moving images should not be used in the changing room.
- It is important to note that the taking of images of adults and children in a public place without consent is often unwelcomed. 'Targeted' taking of images without an individual's consent or where an individual has a reasonable expectation of privacy (such as a changing facility) could constitute a criminal offence. Any individual taking an indecent image of a child commits a child sexual offence
- Clubs should make their changing and showering procedures visible to all. Transgender and Non-Binary Participants Using gendered changing facilities can be a source of stress for transgender and non-binary participants. Clubs should consider how to support these children to use the changing rooms that they feel comfortable with.

This policy does reflect that decisions need to be made on a case-by-case basis, taking into consideration all children's welfare. For further information on how best to support transgender and non-binary children please visit the websites of the below organisations.

- UK Active Transgender Guidance for Leisure Facilities
- Gendered Intelligence Guide for Trans Inclusion in Youth Residentials
- Stonewall tips for LGBTQ+ Inclusion

## 8. Transport Policy

Parents/Guardians are responsible for the safe delivery and collection of their child for matches or training and it **is not** the responsibility of the coaches or managers to transport, or arrange to transport, children to and from any training or match.

- Coaches and Managers will be responsible for the children in their care when at matches or training.
- Coaches or Managers must stay at the training or match facility until all children/players\* are collected.
- Parents/Guardians must ensure they deliver/collect their children promptly and at an appropriate time in relation to any match or training session. In the event of a parent being unable to deliver their child as previously agreed with any coach/ manager to an event, or if they are prevented from collecting their child as anticipated, they must inform the relevant Coach/Manager at the earliest opportunity.
- If a coach/manager notices the transport of a child is different to normal, inappropriate for their age or has any other concerns they should pass this onto the County Safeguarding officer or contact the parent if appropriate.
- Parents/Guardians are encouraged to remain at matches and training sessions to support their children.

The implementation of this policy is not intended to exclude any player from participation.

\*Players who are over the age of 18, a coach /manager/member of HCB may still wish to remain present until you are picked up if there is due to be an extensive delay regarding the player's pickup.

## 9. Providing Medical Care

At Hampshire Cricket Board Ltd, it is important that players have access to support and care when they need it. The minimum standard involves having access to first aid trained staff

- All coaching staff recruited by Hampshire Cricket Ltd must hold appropriate professional qualifications, have an ECB vetted DBS and complete ECB Safeguarding children in cricket course and hold a valid first aid certificate.
- Parent/Guardians automatically consent to Hampshire Cricket Board Ltd staff providing their child with treatment at training and matches when necessary. Please contact the administrator who sends out this policy should you need to review/discuss this element of consent.

- Parents/Guardians must provide Hampshire Cricket Board Ltd with medical details of their child including any medical conditions, allergies and name and contact of GP.
- Detailed records of any treatment they administer to a player at training or a match.
- Staff must inform parents of any treatment they have provided to their child.

If a member of staff, a player or a parent has concerns about inappropriate behaviour taking place during treatment they should inform Hampshire Cricket Board Ltd Safeguarding Officer

## **10. Recreational Cricket Safety Guidelines and Regulations (includes wearing of protective equipment)**

### **Introduction and scope**

These Recreational Cricket Safety Guidelines ("Guidelines") have been developed by the ECB's Science & Medicine and Recreational Game departments in order to enhance the safety of everyone involved in Recreational Cricket in England and Wales.

*They accompany, and should be read alongside, the ECB's Recreational Cricket Safety Regulations ([accessible here](#)).*

These Guidelines apply to all cricket activity within a Club but Hampshire Cricket Board also accept that the guidance is relevant to some of our programmes and events including training activities, matches and net practices for players participating in Junior Cricket and/or Open Age Cricket.

Although the principles and statements contained in these Guidelines are recommendations only, the ECB would strongly encourage all participants to observe them.

## **11. Missing Child Policy**

Hampshire Cricket Board Ltd employs the ECB Missing Children Policy. If a child goes missing, the following actions should be taken:

- 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 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 County Safeguarding Officer, and they must notify the Cricket Regulator Safeguarding Department

## **12. Low Level Concerns Policy/Cricket Regulator Safeguarding Investigation Thresholds**

What is a low-level Concern? A low-level concern is a concern about behaviour that doesn't meet the threshold of harm but is still inconsistent with a club's code of conduct or values. Low-level concerns can be about behaviour that's inappropriate at work or outside of work. They can also be about behaviour that causes a sense of unease or a "nagging doubt".

Low-level concerns are different from allegations, which are concerns that meet the harm threshold. However, multiple low-level concerns can add up to form a pattern that meets the harm threshold. We therefore encourage clubs to report ALL concerns to your County Safeguarding Officer and have provided the following list of examples to support any queries or doubts as to whether you should report.

This list is NOT exhaustive. Always remember, if in doubt, report.

- Adult walking through the changing rooms whilst children in the club are changing
- Aggressive Behaviour
- Being overly friendly (e.g. tagging a player on personal social media profiles, hugging players, inappropriate banter etc.)
- Captain/coach enforcing a humiliating team bonding/initiation activity
- Coach offering a child a lift home or waiting alone with a child for their parent/carer to arrive
- Coach using a social media account to interact with young players, for instance, liking their posts or direct messaging to discuss one on one coaching
- Coaching with alcohol on the breath
- Conduct of parent/carer
- Engaging on a one-to-one basis in a secluded area
- Having favourites - being connected on personal social media platforms
- Humiliating children
- Inappropriate behaviour
- Inadvertent or thoughtless behaviour (e.g. showing aggressiveness in front of children)
- Mental health concerns
- Not paying due care and attention to all participants
- Playing underage players

- Taking photographs of children, contrary to club policy
- Unauthorised person (e.g. someone not recognised from Club hanging around the ground/training session)
- Using inappropriate sexualised, intimidating, or offensive language.

Low-level does not mean that it is insignificant, it means that the behaviour does not meet the harm threshold for a referral to the Cricket Regulator Case Management Team. If ever in doubt, speak with your Club or County Safeguarding Officer.

We need to commit to fostering a culture of transparency and openness in reporting and this includes self-reporting that protects an individual from misunderstandings and/or allegations (e.g. occasions whereby a coach finds themselves in a situation that is unavoidable and unintentional but happened to breach best practice guidance).

The report of the Social Services Inspectorate investigation into the case of Martin Huston (1993) states: "Organisations providing services to children should ensure that a culture of openness and trust is fostered within the organisation in which staff can share any concerns about the conduct of colleagues and be assured that these will be received in a sensitive manner." Remember that by sharing concerns, it allows trends and patterns of inappropriate/problematic and concerning behaviours to be identified sooner.



### **The Cricket Regulator SAFEGUARDING INVESTIGATION THRESHOLDS**

The Cricket Regulator Safeguarding Team has established clear case management thresholds to manage expectations across the Cricket network.

If cases which meet the thresholds listed below are referred to the Cricket Regulator, the Cricket Regulator Safeguarding Team will take whatever action is deemed necessary in accordance with the ECB's Safeguarding Procedure.

If cases which do not meet these thresholds are referred to the Cricket Regulator, the Cricket Regulator Safeguarding Team will refer them back to the County Safeguarding Officer and/or Club Safeguarding Officer as appropriate for further consideration.

For the avoidance of doubt, any reference to a referral below is a reference to a referral where the subject matter relates (or may relate) to the welfare of children and/or adults at risk.

1. Any referral relating to an allegation which meets the threshold of a statutory agency investigation where there may be a transferable risk of harm towards children and/or adults

- at risk in cricket.
2. Any referral in which the person under investigation is employed within a position of trust (i.e. education, health care settings, law enforcement etc) or volunteers with children or adults at risk for another organisation. The nature of the concern must indicate there is (or may be) a transferable risk of harm towards children and/or adults at risk in cricket.
  3. Any referral where the person under investigation is a County Safeguarding Officer, Club Safeguarding Officer or Board Safeguarding Lead within cricket. The nature of the concern must indicate there is (or may be) a transferable risk of harm towards children and/or adults at risk in cricket.
  4. Any referral relating to sexual misconduct (to include conduct over internet enabled devices) within the context of cricket. The nature of the concern must indicate there is (or may be) a transferable risk of harm towards children and/or adults at risk in cricket.
  5. Any referral relating to a physical assault on a child by an adult.
  6. Any referral relating to significant emotional or psychological harm against a child by an adult.
  7. Any referral about an individual who is subject to a suspension or is already a 'Managed Participant' following measures being imposed by the Cricket Safeguarding Panel pursuant to the ECB's Safeguarding Regulations.
  8. Any referral relating to a person who is subject to sex offender registration requirements.
  9. Any referral involving an ECB/Cricket Regulator employee.
  10. Any referral relating to a third (or more) incident recorded as a low-level concern, provided the previous two (or more) incidents have been reported to and recorded by the County and/or Cricket Regulator Safeguarding Team.
  11. Any referral involving current or former professional cricketers or high-profile individuals within cricket.
  12. Any other referral involving behaviours or matters which the Cricket Regulator Safeguarding Team consider may give rise to a transferable risk of harm to children and/or adults at risk in cricket. This is solely at the discretion of the Cricket Regulator. Upon receipt of an appropriate referral, the Cricket Regulator

If you are unsure whether your concern meets the threshold for an investigation by the Cricket Regulator Safeguarding Team please discuss this with a member of the team

## 13. Responding to, Recording and Reporting (Sharing) Concerns

This section provides guidance on what to do if you have a concern about a child/adult or about the behaviour of a child/adult in cricket. The Cricket Regulator and the ECB requires all County Boards, affiliated clubs and bodies to recruit, appoint and train a Safeguarding Officer. The ECB requires all affiliated clubs and bodies to follow the ECB Child Safeguarding procedure as published.

The expectation is simple: if you have a concern, you must share it. Taking no action may leave a child or children at risk of harm, and is not an option. If you notice abuse or it is reported to you, either first-hand or by someone else, it is your responsibility to Respond, Record and Report. Do not assume someone else will take care of the situation

**There are three steps involved in taking appropriate action. These are known as the three R's :  
Respond - Record – Report**

**Respond to the concern or allegation**

**Record the relevant information**

**Report the relevant information**

### **Reasons for taking appropriate action to report/share concerns**

There may be a number of reasons why an individual may have a concern.

These include:

- Something a child has said
- Possible signs or suspicions of abuse
- Allegations made against a member of staff or volunteer
- Allegations made about a parent, carer or someone not working within the sport
- Bullying
- Breach of code of conduct/poor practice
- Observation of inappropriate or worrying behaviour

**BE AWARE** - allegations are often made as 'complaints'. If you hear a complaint which raises concerns about a child or children, treat it initially as an allegation or safeguarding concern.

This is not a definitive list - **IF IN DOUBT, SHARE YOUR CONCERN!**

### **Respond**

Anyone responding to disclosure, suspicions and/or allegations:

- Stay calm.
- Do not show signs of shock or disbelief
- Reassure the person reporting the concern that they are safe
- Once you have listened, be honest and explain you will have to tell someone else to help in this situation, but you will maintain confidentiality to protect the person telling you their concern
- Stay calm, particularly if the concern is coming directly from a child
- Control your facial expressions; appear neutral and do not show strong emotions such as shock or disbelief
- Listen and clarify detail using open questions – but do not cross examine
- The child's welfare is paramount, your priority is to ensure that they are safe
- Share the concern with the appropriate people as early as possible – do not wait until you

are certain

- Take advice from your County Safeguarding Officer before talking to anyone else in the club regarding the concern, including the person that the concern is about
- If you are concerned regarding the immediate safety of an individual contact the police or local authority children or adult services
- If a crime has been committed, then this should be reported to the police and an incident number obtained and recorded
- If a child asks you to keep something “secret,” be honest and explain that you will have to tell someone but assure them this is to keep people safe or to help the situation
- Make sure that whoever has shared the concern has support.

### **Record**

Write down what has happened as soon as possible.

Use the [Cricket Regulator Low Levels Concerns Form](#) so the information you record can be passed on to the County Safeguarding Officer and if necessary to the Cricket Regulator Safeguarding Team. The form will guide you regarding the information that you need to collect. If you do not have all the information discuss this with your County Safeguarding Officer who will be able to advise you. It is important not to delay sharing the information.

You will need:

- Name, date of birth, gender and contact details of the person alleged to have caused the concern
- Full name, club role and contact details of the person reporting the concern
- The details of any child involved in the concern or incident and their parent/carer’s contact details
- Confirmation regarding whether the parent/carer has been informed
- Note if there are any visible signs of injury or harm
- Details of any witnesses to the incident(s)
- If you have reported to a statutory agency such as the police or children’s social care, the details of that report including any incident number or the details of the person that took your report.

Be as accurate as you can about the details of the concern, what you have been told, or what you have witnessed.

If you are unsure regarding a particular detail, say so, do not guess.

Do not include subjective opinions or feelings

### **Reporting**

Report concerns to your Club or County Safeguarding Officer using the [ECB Low Level Concerns Form](#) within 1 working day.

The current County Safeguarding Officer at Hampshire Cricket Board is **John Cook**, who is contactable via the following methods:

Phone: 07766 838779

Email: [john.cook@utilitabowl.com](mailto:john.cook@utilitabowl.com)

If the concern relates to someone who is working with children, then it is particularly important to

report this information as quickly as possible so that it can be passed to the relevant statutory agencies within the timeframes identified in statutory guidance.

Help is always available from your County Safeguarding Officer. If your County Safeguarding Officer is not available, you can contact the ECB Safeguarding Team by calling 020 7432 1200 and asking for a member of the Safeguarding Team or by emailing [Safeguarding@cricketregulator.co.uk](mailto:Safeguarding@cricketregulator.co.uk)

If you have immediate concerns about the safety or wellbeing of any individual, and cannot contact your Club/ County Safeguarding Officer, please contact the Emergency Services, your local Social Services, or the NSPCC child protection helpline on 0808 800 5000.

**Please remember: It is everyone's duty to report suspected cases of abuse or concern to protect children. It is for the professionals to decide if abuse or neglect has taken place.**

*Document reviewed by John Cook (County Safeguarding Officer 6/8/25 - Review Date 1/10/26*