

Ardleigh Green and Havering-Atte-Bower Cricket Club

Safeguarding Policy and Procedures

Introduction

The purpose of this document is to assist all club members, officials and associates to safeguard and protect children who are at risk of abuse or neglect and promote their well-being.

Any individual, organisation, club or County Board has a duty of care to ensure the safety and welfare of any child involved in related activities, to safeguard and protect them from reasonably foreseeable forms of harm. At Ardleigh Green and Havering-Atte-Bower Cricket Club we are committed to safeguarding children and young people and we expect everyone who is associated with the club to share this commitment. Safeguarding children is everyone's business.

The Ardleigh Green and Havering-Atte-Bower Cricket Club Conduct and Safeguarding Policy (hereinafter referred to as "the Club Policy") has been approved by the Management Committee of Ardleigh Green and Havering-Atte-Bower Cricket Club (hereinafter be referred to as "The Club").

The interests of all members are important regardless of gender, sexual orientation, age, ability, culture, language, racial origin and/or religious beliefs. It is recognised that junior members under the age of eighteen and disabled members are particularly vulnerable and safeguarding their wellbeing will be of paramount importance.

Volunteers (a description which includes all team managers, coaches, regular club umpires, scorers, other appointed adult helpers and adult team captains) will be given all the appropriate guidance on the Club's Policy. All volunteers and club members are bound by the Club Policy as a condition of their membership. Parents (an expression that includes carer) of any junior member is/or are responsible for the action/s of that junior member.

The policy is written in conjunction with the ECB's "Safe Hands" Policy which The Club fully adopts and should be read in conjunction with this document as well as The Clubs Code of Conduct (which is in line with the ECB Code of Conduct for Members and Guests), the ECB Code of Conduct for Coaches and the Safeguarding Policy Statement. All of which The Club has formally adopted. As part of this The Club follows the ECB reporting mechanisms for concerns.

Club Welfare Officer

It is a mandatory requirement that every ECB affiliated club recruit, identify, appoint and train a Club Welfare Officer.

This is essential firstly, to provide a "first point of contact" for everyone within the club and the ECB for child safeguarding matters, and secondly, to ensure the club is adopting, and implementing, the various safeguarding activities necessary for it to demonstrate its duty of care for children.

The Ardleigh Green and Havering-Atte-Bower Club Welfare Officer are currently **Jo Savidge** and **Kevin Bath**.

Player Profile

The Club has adopted the Safe Hands Player Profile for Junior members. This form is designed to be completed by the parent / carer of any player under the age of 18. It should also be signed by the player. No junior member will be allowed to attend training or play in matches without the Player Profile being completed. Where necessary the parent / carer will need to provide additional information as requested by the Player Profile.

Procedures for recruiting volunteers

Team managers, coaches, team captains and regular club scorers and umpires will be required to obtain a (certificate of) criminal record notification from The Disclosure and Barring Service ('DBS').

Volunteers with recognised coaching qualifications are responsible for attending refresher courses (in house club Ongoing Training or external courses), keeping registrations cover up to date and informing The Club Welfare Officer of any relevant matters relating to their suitability to coach or continue their role as volunteer.

Health and Safety and Risk Assessments

The Club takes the Health and Safety of all members seriously but again recognises that that junior members under the age of eighteen and disabled members are particularly vulnerable and safeguarding their wellbeing will be of paramount importance.

Due to this The Club fully adopts the following policies and guidance (all of which can be found in the ECB's "Safe Hands" Policy):

- Wearing of Helmets
- Fielding Regulations
- Net Safety
- Bowling Directives
- First Aid
- Fluid Intake
- Junior Players in Open Age Cricket

Discipline Procedure

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

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

The disciplinary panel must consider whether they need the child to attend in person. This will usually be carried out in conjunction with the County Welfare Officer. When making this decision, consideration will be given to:

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

There will be a minimum of any two committee members who will determine the appropriate action to be taken to conduct issues. However, the committee inquiring into any complaint involving child protection must include The Club Welfare Officer and two other committee members.

Any and all complaints around Child Protection should be reported to The Club Welfare Officer who should also be kept informed of any concerns by any committee members of any misconduct of any member.

The Club Welfare Officer and two other members of the committee may undertake a preliminary inquiry of any complaint of misconduct prior to the conclusion of their investigation, and, take any appropriate early action which is necessary in all the circumstances as known to the committee at the time. This action may result in the suspension of that member/volunteer's attendance at the Club, pending the full inquiry.

Committee members are not responsible for determining whether or not abuse has taken place as it will be in the public interests that other organisations whose public duty is to undertake that investigation does so. The committee will consider the substance of all complaints and decide on the most appropriate action to take in the circumstances of the complaint. These inquiries are to remain private and confidential, unless, decided otherwise by the said Club Welfare Officer.

Right of Appeal

Any appeal of the decision of the committees must be in writing to The Management Committee who may revoke, substitute or vary any penalty. Unless and until there are reasonable grounds to believe that a criminal offence may have been committed, the decision of The Management Committee will be regarded as final.

In accordance with The Club's constitution The Management Committee must approve any decision to refuse membership including membership renewal or terminate any membership which it may do without any refund of the subscription/s.

Bullying

See clubs Anti-Bullying Policy and Procedures for Dealing with Bullying.

Use of Changing Rooms and Showering Facilities

The club has adopted the following best practice principles, which must be adhered to:

- Adults must not change, or shower, at the same time using the same facility as children
- Adults should try to change at separate times to children during matches, for example when children are padding up
- If adults and children need 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
- If children play for Open Age teams, they, and their parents, must be informed of the club's policy on changing arrangements
- Mixed gender teams must have access to separate male and female changing rooms
- Mobile phones must not be used in changing rooms

If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Under these circumstances it should be suggested that instead that the child should change and shower at home.

Photography, Video and the use of Images (including press and website)

The ECB and therefore The Club wishes to ensure photography and video footage taken within cricket is done so appropriately.

Parents and carers should not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life. The introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in our club.

Photographs are considered 'personal data' in terms of the Data Protection Act. Depending on the circumstance, consent from either the child, adult, or both must be sought before capturing, sharing or publishing images where a child can be identified, including posting on the club's website etc. In addition, as with all personal data you process, it should be processed in accordance with the principles laid out in the Data Protection Act, and other relevant legislation and guidance.

As members of The Club we are all responsible to be vigilant to the inappropriate use of footage of children. Some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. These individuals could attend the local cricket club allowing people to presume they are related to a child involved. Any concerns during an event should be reported to a club official or event organiser.

It is also possible that if a picture and name was placed in the local paper, the club website etc., the information could be used inappropriately. It is therefore important that a child's picture and name should not appear together.

There may be other reasons why individuals may not wish their child's photograph to be taken by someone they do not know personally, for example estranged parents looking to gain access to a child, or families that have fled abusive situations. Parents / carers may withhold consent for photographs / filming of their child. This forms part of the Player Profile.

The guiding principles that The Club adheres to 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 only after parental consent for this has been granted.

- If no consent has been given for a child on the Player Profile 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 a person 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 or safeguarding concern

Use of images of children (for example on the web, in the media or in league handbooks):

- Ask for parental permission to use the 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 the 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 the club
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Only use images of children in appropriate kit (training or competition), to reduce the risk of inappropriate use, and to provide positive images of the children
- Encourage the reporting of inappropriate use of images of children. If you are concerned, report your concerns to the County or Club Welfare Officer

Using video as a coaching aid:

There is no intention on the part of the ECB to prevent club coaches using video equipment as a legitimate coaching aid. However, players and parents/carers should be aware that this is part of the coaching programme, and material taken in connection with coaching, must be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.

The parents/carers and children must provide written consent for the use of photography and video analysis.

Transporting Children to and from matches

Parents/carers are responsible for the safe delivery and collection of their child for matches or training.

Coaches and club staff will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds. 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.

The club must receive permission from parents/carers for children to participate in all competitions and away fixtures/events as part of the Player Profile.

Should a child need to be transported to a game by an adult member, written consent must be given by the parent and there must always be at least one other person in the transport.

Registration

On arrival at the ground for training or a match the parent / carer must ensure that their child is 'signed in' at the registration point (training) and with the team manager (matches). At the end of either training or matches, the parent must inform the coach / team manager that they have taken their child and it is at this point that the club ceases responsibility for them. Should a parent / carer wish for the child to make their own way home from training or matches, this should be communicated in writing and handed to the Junior Manager and the Club Welfare Officer.

Supervising Children at Cricket Sessions

It is expected by The Club that Parents / Carers of children under the age of 8 remain at the training sessions of matches. For children between the ages of 8 and 11, it is expected that if the parent / carer is not remaining at the sessions, they appoint another parent to act in loco parentis and this is communicated to the coach / team manager when 'signing in'.

Guidance on Welcoming and Safeguarding Children with a Disability

As a Club we are 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.

Many children with disabilities or special needs can be welcomed into the game with a sensible approach that involves talking with the child and his or her parents about what their abilities are and what they may need some assistance or different arrangement with.

Children with disabilities are children first, and need to enjoy opportunities and experiences open to all children in a safe environment. The ECB and therefore The Club is committed to supporting disabled children to be fully involved in cricket through the provision of a range of activities, training and supportive good practice guidance. As a club we are fully inclusive of, and safeguard, children with disabilities and to this end volunteers appreciate the value of cricket for disabled children and are supported to develop the confidence, will, and desire, to ensure they can become fully integrated members of the cricket family.

In the first instance, the club will 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. A support plan will be agreed with the parents and the child, and this will be reviewed as necessary. The Club Welfare Officer will be involved in this process as will the parent / carer and if appropriate the child themselves.

The Club also recognises that many children may have hidden disabilities (or special needs) – such as an autistic spectrum disorder, or deafness, or another condition that is not obvious. As part of the registration process and/or welcome meeting parents/carers will be given the opportunity 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.

The Club recognises that children with disabilities have particular vulnerability to abuse and neglect.

Missing Children

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way. Hopefully no child will ever go missing from our club. If they do, please remember most children are found within a few minutes of their disappearance.

If a child, whom is The Clubs responsibility, goes missing, the following actions will be taken:

- Ensure other children in our care are looked after appropriately while a search is organised 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

Procedures for Managing Children Away from the Club

In any given season, as many as 50 per cent of matches can be played away from the club.

The following procedures are put in place to ensure the safeguarding of junior members when playing away from 'home':

- Team managers / coaches must be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part.
- 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 will be a member of the club who has been appropriately vetted.
- A first aid kit should be carried
- Managers / Coaches must act in an emergency and take life-saving action in extreme situations

If an emergency occurs, the Team Manager / Coach 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 The Club 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

Use of Social Media, Texts and Email

Relevant Codes of Conduct apply online and in text and email communications, just as they do in the 'real world.' As a club we adopt this approach.

Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but at times it can seem strange and even intimidating for people who did not 'grow up' with it. Facebook, Twitter, texting, messenger, online gaming and personal emails are everywhere. By following some simple guidelines potential pitfalls can be avoided, and Social Media can be safely used as a promotional tool and a means of communication for the club.

Club Officials / Coaches / Managers

Facebook and Twitter accounts are great for promoting your club and cricket in general, as well as being a fun way to unwind and stay in touch with friends: it is essential to keep these two worlds separate. Club Officials / Coaches / Managers should have separate cricket-club related and personal pages; all contact with players should be through the former, and strictly in relation to training, coaching, matches and cricket related activity.

You should also adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. This will keep younger players safe from material that may be unsuitable for them, and will reduce the risk of your online interactions from being viewed with suspicion.

Although younger players may see you as a friend, and may request to be your 'friend' on a social media site, you should direct them to the cricket-club related page and keep all contact professional. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also important to be mindful of any content you post online via the cricket-club related page; remember: You are representing the club. Communications should conform to 'Safe Hands' policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children. If you would not put it on the club notice board, it does not belong on the club's social media pages. You should have consent before posting any personal information online – this includes photographs where an individual can be identified, remembering the picture/no name guidance for under 18s

You should make arrangements for under 18s via their parents or carers; this includes text and email messages.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17-year-old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17-year-old receives the information directly. If you receive any responses from that appear inappropriate they should be brought to the attention of the parent or carer. You should not engage in individual text or email conversations with a 16 or 17-year-old without their parent receiving the same messages from you. All contact with children should be in relation to coaching, matches and cricket-related activity.

Coaches / Managers / Clubs DO

- Have separate social media accounts for cricket-club related and personal use.
- Keep your photos and personal information private.
- Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.
- Obtain consent before posting any personal information online – this includes photographs where an individual can be identified.
- Remember the picture/no name guidance for under 18s

Coaches / Managers / Clubs DO NOT

- Send text messages to juniors – make arrangements via their parents.
- Send private messages to children and young people via social media.
- Invite or accept children and young people to become "friends".
- Send inappropriate text messages or post messages on social media that are offensive, nasty 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, including Facebook, twitter and other platforms.

If you have concerns regarding social media, texts and emails

If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding team – email safeguarding@ecb.co.uk

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.

Parents/Carers

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It is 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.

Remember: it is against Facebook's, Instagram, Snapchat and many other Social Media platforms rules for your child to have an account if they are under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content.

Should you require further information about your child being safe online, please speak to the Club Welfare Officer.

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.

Parents / Carers 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

Children and Young People (guidance)

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 is not your friend in real life, they are not your friend on the internet. Be careful when accepting friend requests.
- Sometimes people on the internet are not who they say they are. If you're not 100% sure, do not 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's welfare officer.

- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you.
- You can expect them to make arrangements for coaching and matches via your parents.
- Bullying can happen online too, and it is 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.
- Do not 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/>

Young people 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 a professional or an adult that you trust if you are worried or concerned about online behaviour or unwanted contact/ communication.

Young people 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 do not know or you feel uncomfortable accepting.

This policy is subject to change and will be reviewed and communicated to the membership annually.

This policy has been reviewed and no individual or group are disadvantaged by the policy or process therein.

Date Written: February 2019

Date for Review: February 2020