



**SPRINGFIELD CRICKET CLUB**

CLUBMARK ACCREDITED CRICKET CLUB



# E.C.B. SAFEGUARDING POLICY

**2019**



# SPRINGFIELD CRICKET CLUB

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# Springfield Cricket Club – Safeguarding Policy Statement

Springfield Cricket Club (The Club) is committed to ensuring all Children (i.e all persons under the age of 18 ) participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
  - Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
  - Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this
  - Appointing a Club Welfare Officer and ensuring they attend all current and future training modules required by the ECB,
  - Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them
  - Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
  - Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
  - Ensuring the name and contact details of the Club Welfare Officer is available:
- As the first point of contact for parents, children and volunteers/staff within the club

As a local source of procedural advice for the club, its committee and members

- As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
- As the main point of contact within the club for relevant external agencies in connection with child safeguarding

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

- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Welfare Officer \*

\*Details of the County Welfare Officer will be made available, in case the Club Welfare officer is unavailable, or the concern relates to the Club Welfare officer.

- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

# Sample Anti-Bullying Policy for cricket\*

## Statement of intent

We are committed to providing a caring, friendly and safe environment for all of our children so they can train, and play, in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell, and know, incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means **anyone** who knows bullying is happening is expected to tell someone who can do something about it.

## What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms :

- **Emotional:** being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racist:** racial taunts, graffiti and/or gestures
- **Sexual:** unwanted physical contact or sexually abusive comments
- **Homophobic:** because of, or focusing on, the issue of sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours and teasing
- **Cyber:** bullying behaviour online or via electronic communication (email and text, social media etc) Misuse of associated technology, such as camera and video facilities

## Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

## Objectives of this policy

- All adults and children at the club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

## Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases, the child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

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

## Procedures

- Report bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed and will advise on action to be taken.

## Prevention

We will use 'Kidscape' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct (see guidance in 'Safe hands')
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters

\*with thanks to Kidscape for their expert advice and templates

## Code of practice for parents/carers

### SPRINGFIELD CRICKET CLUB

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

## ECB Guidelines on Transport To and From Matches and Training

The club must have a policy on transporting children to and from matches and training. All clubs must ensure they have notified parents/carers that parents/carers are responsible for the safe delivery and collection of their child for matches or training.

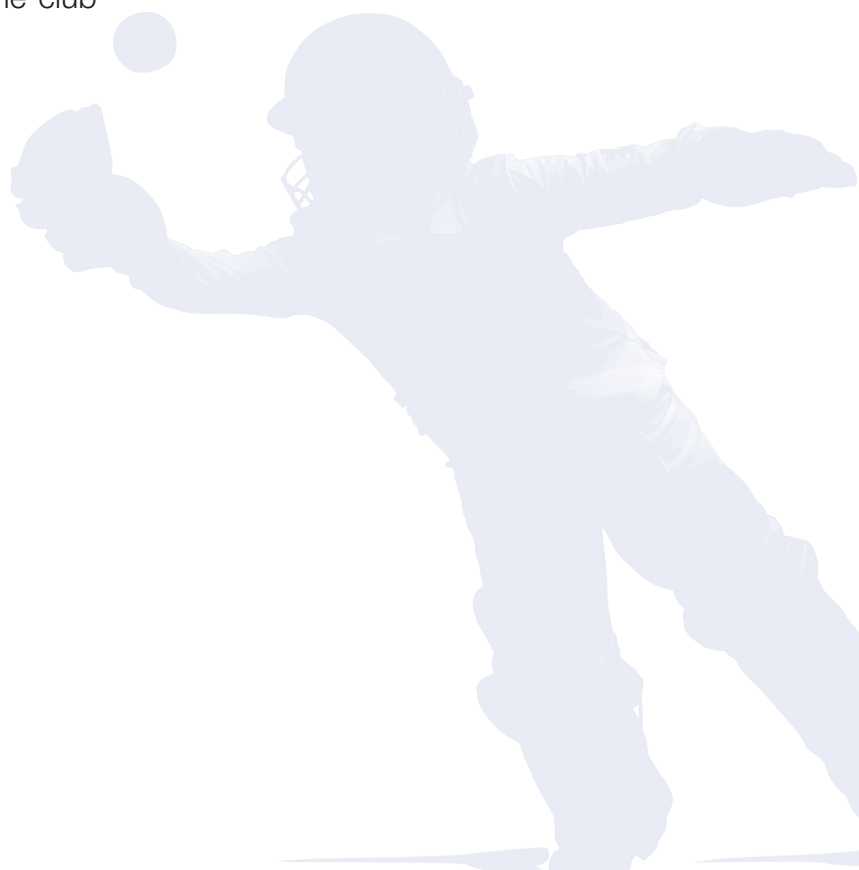
It is advisable that at the annual start of year or season meeting, information is distributed which relates to all planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements. See Sample welcome letter for parents / carers)

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 (see the Kit Bag player profile form).

It is advisable for clubs to also establish with parents/carers a "pick up and drop off" policy, which specifically addresses matters such as late collection of children. Developing this policy at the start of season meeting will provide an opportunity to establish both club and parental expectations and will provide club officials with guidance should an incident arise during the season.





## ECB Guidelines for a Code of Conduct for Children

The ECB actively encourages clubs to use the Code of Conduct for Members and Guests as a starting point for producing an additional Children's Code of Conduct. NSPCC research shows when children are empowered to create rules for themselves these rules are usually far more greatly respected, and often stricter, than those that adults responsible for supervising the groups might impose. Children can feel empowered by the ability to voice their own opinion about what they feel is acceptable behaviour. Coaches and the Club Welfare Officer should be the facilitators for this additional code of conduct.

Club Welfare Officers are encouraged to work with coaches, junior team managers, and children (preferably from a wide cross section of age and experience), to design something everyone signs up to.

Possible topics to discuss with children are:

- Why do they come to the club and what do they want to get from attending – for example, to have fun, to learn how to play, to take part in matches, to be with their friends, to keep fit
- How do they want to treat, and be treated, by adults – for example, officials, adult members of the club and spectators
- How do they want to treat, and be treated, by other children at the club
- How do they want to be able to raise any concerns they have
- What rules, or limits, do they think there should be
- How do they think any breaches of the code of conduct should be dealt with

It is important clubs draw attention to their codes of conduct and place them on all relevant notice boards in dressing rooms and club areas.



## ECB Guidelines on 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 and that's without tours and festivals or similar events. For a club to be able to demonstrate its duty of care to the children in its team/s a robust generic protocol needs to be able to fit all occasions.

This section covers children being taken away from the club's normal base location and/or home ground, and provides guidance to help clubs define their own policies in connection with the effective management of children while in the club's care.

The first part covers guidance on managing children away from the club including all trips involving an overnight stay.

The second part covers additional guidance particular to trips that include an overnight stay.

These guidelines also apply to open age group teams where one or more players are under the age of 18.

In addition to the details in this section clubs are reminded that other parts of the safeguarding Kit Bag identify the need for clubs to:

- Follow ECB recruitment guidelines for staff and volunteer appointments
- Undertake risk assessments of venues and facilities
- Follow ECB supervision guidance for cricket activities involving children
- Have an agreed transport policy in place at the club
- Ensure the team has agreed to act within the appropriate ECB and/or Club Code of Conducts

These sections of the Kit Bag apply whenever children are taken away from their base location/home club.

### **Guidance for managing children away from the club including trips involving an overnight stay**

A Team Manager should be appointed with clear roles and responsibilities including:

- **Establish and communicate the following information to parent(s):**

- Why the trip is planned and what is its reason or purpose
- When the trip will take place – date, time of departure and estimated time of return
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
- Kit and equipment requirements
- Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
- Name and contact number of the person acting as the 'Club Home Contact'
- Arrangements for food and drink

- **Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part**

Determine appropriate staffing and staff training arrangements

- Wherever possible, a club should appoint a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Tour Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones
- All members of staff need to have a clear knowledge of their role and responsibility for the team
- All staff must go through an induction programme ensuring they understand the ECB “Safe Hands Policy”

- **Ensure there is a ‘Club Home Contact’ – a member of the club who is not travelling away, who will act as a contact point in an emergency. Ensure the Club Home Contact is provided with the following information to enable them to fulfil their role should they need to:**

- Names of players and staff on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff which can be used while the staff are on the trip
- Telephone numbers for the local police to the home club

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

### **Additional guidance for trips including an overnight stay**

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

#### **Detailed trip planning takes place including the need to:**

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

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

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

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities
- Confirm that:
  - Players will not share a bed
  - Male and female players will not share a room
  - Staff do not share a room with players
  - Players of vastly differing ages do not share a room
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together
- Discuss the club's code of conduct and discipline policy
- Ensure all dietary requirements are catered for

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

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

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

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

### **Players are prepared for touring**

- The Tour Manager and coaches should meet with players prior to the trip to agree:
  - Expectation of the players
  - Clothing list
  - Codes of conduct/behaviour – this should be signed by all young players with their parents' permission
  - Their responsibility for their own property
  - Staff roles and responsibilities
  - Emergency procedures
  - Support if they become homesick, are unhappy, or need to speak to someone in confidence

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

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

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

Concerning the general safeguarding of players:

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

- A first aid kit should be carried
- Staff must act in an emergency and take life saving action in extreme situations

### **If an emergency occurs, the Team Manager must:**

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

## ECB Guidance for Coaches Working with Children

Coaches have a vital role to play in safeguarding children in cricket and, at a club, will often become the focus for children and their activities. The ECB Coaching Philosophy states good coaching is about providing a fun and safe environment in which people, particularly children, can enjoy their first experience of cricket, gain some success and be motivated to want to go on playing. This philosophy ties into the ECB's own core values, in particular, the "Enjoyment" value which the ECB has identified as central to the ethos of the "Safe Hands" Programme.

Coaches who work with children are undertaking Regulated Activity. Clubs have a duty to check they are not barred from doing so – see ECB Guidance on Vetting Checks.

This section of "Safe Hands" provides guidance specifically for those involved in coaching cricket and covers the following areas:

- Promoting good practice
- Poor practice
- Practical coaching guidance
- ECB Coaches Association Code of Conduct

The guidance is intended for all those involved in coaching, whether they hold coaching qualifications or not.

Child abuse and harassment can take place in many situations, from the home and school to a sporting environment. As a cricket coach you will have regular contact with children and you should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach they will look up to you and if a child decides to talk to you about abuse, you need to know what to do. You also need to understand your duty of care towards young cricketers, the current guidance on good practice, and the need to act responsibly when you are around children. This will protect the children you coach and reduce the potential for misunderstandings and inappropriate allegations being made. The following guidelines should help you know what to do if you are worried about a child, and demonstrate how you can create a positive culture in cricket.

### Good practice means:

Welcoming all children and parents/carers to the club, and having systems in place to ensure you do so.

- Ensuring cricket is welcoming, fun and enjoyable and that fair play is promoted
- Taking a player-centred (and child-centred) approach to coaching, planning sessions around the needs and abilities of the children who will be attending and adapting accordingly
- Being a friendly professional
- Treating all children equally, with respect and dignity
- Being an excellent role model – this includes not smoking or drinking alcohol when coaching and being mindful of behaviour around the club at all times
- Always putting the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures



## Having the right people in place

- Always working in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets)
- Building balanced relationships based on trust which enable children to take part in the decision-making process. This will include routinely asking children if they have enjoyed activities in the training session and adapting activities to meet their expressed wishes, abilities, needs etc.
- Having excellent 'boundaries', so children know how to behave and what is expected of them
- Being in line with Home Office guidelines, which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care
- Not tolerating acts of aggression
- Recognising the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
- Giving positive and constructive feedback rather than negative criticism
- Encouraging children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost. Helping children acknowledge the value that good opposition offers their own development as cricketers
- Working to ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Keeping up-to-date with technical skills, qualifications and insurance in sport
- Ensuring if mixed sex teams are taken away, they are always accompanied by a male and female member of staff
- Ensuring while on tour, you do not enter a child's room or invite them into your room – except in an emergency, i.e. when very

unwell

- Finding out if any children you are coaching have medical conditions that could be aggravated during playing or training
- Keeping a written record any time a child is injured in your care, along with details of any treatment provided
- Promoting good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
- Helping the ECB to work toward eradicating harassment and abuse of children from cricket

### **Poor practice means you must never:**

- *Spend excessive amounts of time alone with children away from others*
- *Take or drop off a child at an event*
- *Take children to your home or transport them by car, where they will be alone with you*
- *Engage in rough, physical or sexually provocative games*
- *Share a room with a child*
- *Allow or engage in any form of inappropriate touching or physical abuse*
- *Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a cricketer or affects their self esteem*
- *Allow children to use inappropriate language unchallenged*
- *Make sexually suggestive comments to a child, even in fun*
- *Make a child cry as a form of control*
- *Allow allegations made by a child to go unchallenged, unrecorded or ignored*
- *Do things of a personal nature for children or vulnerable adults that they can do for themselves*
- *Shower with a child*

- *Have inappropriate contact with children – for example, by text or social media. ECB guidance is that any electronic or online communications should be via parents and carers*

Any of these can make the environment feel less safe for children, and leave you open to allegations.

### **Practical coaching guidance on physical contact**

The following guidance is about safeguarding children as they learn to play cricket. It will also help to protect coaches from unnecessary or malicious allegations when working with children. All adults must be appropriately dressed and professional when operating in a cricket environment with children.

Always conduct coaching sessions with at least one other adult present. The ECB understands physical contact between a child and an adult may be required to instruct, encourage, protect or comfort.

However, it is important to remember that in cricket today there is a multi-cultural mix of children from different ethnic and religious backgrounds, children with disabilities or special needs, and children who may have previously been or are currently being abused at home. Not all children are used to, or are comfortable, with any type of touching, be it friendly or otherwise. In many cultures girls in particular are uncomfortable about any kind of touching by a stranger.

All adults must understand that this touching not only involves touching children when showing them cricket postures, but can also include responsive or pleasant actions, for example, when asking the child to carry out a task, or celebrating a win. If any child is not comfortable with physical contact it should be made clear they can make their feelings known privately to the adult. Any contact should be lead by the child and not the adult.

Physically or visually impaired children may need to be touched in order to help them understand, acquire or visualise a cricket posture.

However, it must be remembered that the guidance detailed below still applies.

Please remember children can stereotype people by their appearance.

Never touch a child inappropriately. As a responsible adult you should only use physical contact if its aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

You should seek to explain the reason for the physical contact to the child i.e. reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. **Physical contact should always be intended to meet the child's needs NOT the adult's.**

- If a child becomes injured during a coaching session and the injury requires the child to be carried to a place of treatment, always seek support from another adult before moving the child. Any first aid administered should be in the presence of another adult or in open view of others
- If the child seems uncomfortable in any way with the physical contact, stop immediately
- If the child you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them
- Never attempt to adjust the grip of a child when in the normal batting stance position
- Never find yourself in a situation where you are the only adult present around children, for example in changing rooms,



## Having the right people in place

showers, or on a minibus

- Where physical contact is for motivational or celebratory reasons, agree with the children, teachers or other appropriate adults that to praise good performance a 'High Five' or similar action will be used
- Never help children dress, for example, to put on pads, helmets, or clothing unless they request this and genuinely require assistance
- Never help children to put on an abdominal protector
- Never take on one to one coaching with a child unless another adult or parent is present
- If you need to communicate with a child for the purposes of coaching or passing on cricket information, use a parent's mobile telephone number. If you have agreed with the parents in advance to use the child's own mobile phone for communicating with them, under no circumstances make the number available for general circulation. Send texts to parents, copying in the child. This will also help parents make sure the child is where they need to be! See the ECB guidance on the use of Social media, texts and emails, in this kit-bag

If any of the following incidents take place or are observed, you **MUST** report them to the Club Welfare Officer and make a written note of the event using the ECB incident reporting form and inform parents where appropriate if:

- You accidentally hurt a child
- A child seems distressed in any manner
- A child acts in a sexually inappropriate manner
- A child misunderstands or misinterprets something you have done

## Responding to disclosures, suspicions and allegations

There may be a number of reasons where a coach finds it necessary to report a concern including:

- In response to something a child has said
- In response to something the coach sees
- In response to signs or suspicions of abuse
- In response to allegations made against a member of staff or volunteer
- In response to allegations made about a parent, carer or someone not working within cricket
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour

## Responding to a child who tells you about abuse

You need to:

- Stay calm; do not show disgust or disbelief
- Keep an open mind
- Do not dismiss the concern, make assumptions or judgements
- Listen carefully to what is said and take the child seriously. Let the child know that if what they tell you makes you at all concerned about them or someone else, you will have to pass the information on to someone who can help them
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child they have done the right thing by telling you
- Tell them what you will do next and with whom the information will be shared
- Be very careful not to promise that you will keep the information to yourself

## Having the right people in place

- Record in writing what was said using the child's own words. Do this as soon as possible, using the ECB incident reporting form
- Avoid approaching any alleged abuser to discuss the concern. \* BE AWARE that the child may use the word 'complaint' rather than allegation.
- Report the incident to the Club Welfare Officer

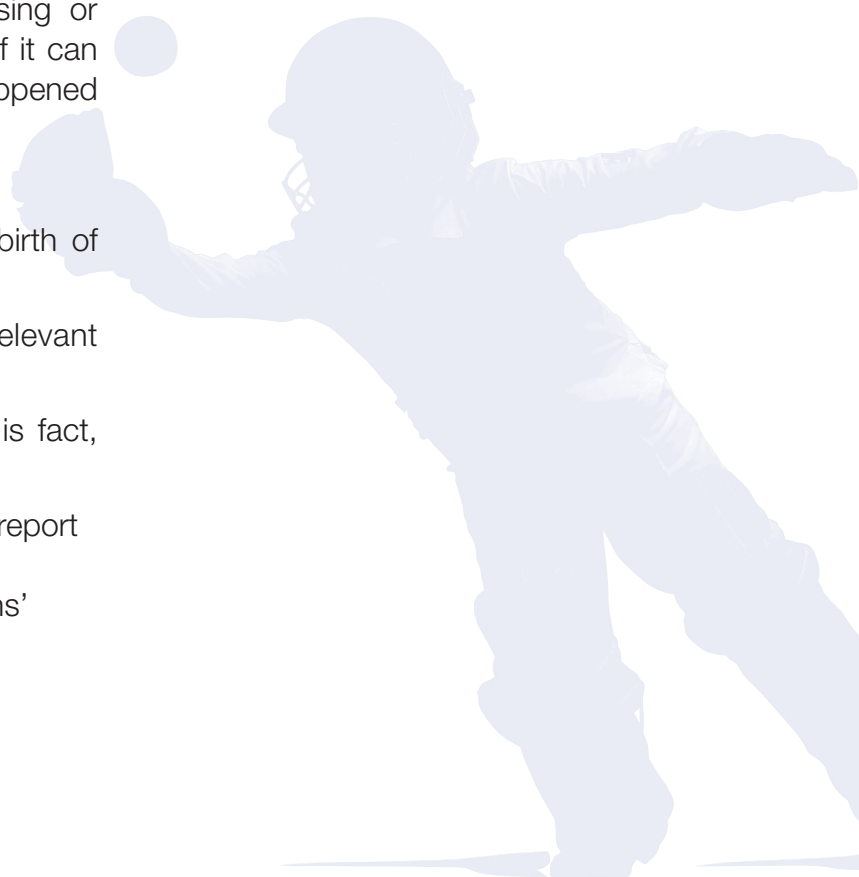
### **Recording the incident and confidentiality**

Information passed to the ECB, children's social care, LADO and/or the police needs to be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. Use the ECB Incident Reporting Form wherever possible.

#### Information needs to include the following:

- Details of the child, for example, age/date of birth, address, and gender
- Details of the facts of the allegation or observations
- A description of any visible bruising or other injuries  
The child's account, if it can be given, regarding what has happened and how
- Witnesses to the incident(s)
- The name, address and date of birth of any alleged offender
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- A signature, date and time on the report

SEE 'What to do if you have Concerns'



# ECB Guidelines on Supervising Children at Cricket Sessions

**Clubs have asked for clarification on ratios when working with children and the following guidelines apply to all cricket sessions.**

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

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

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

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

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

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

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

## **Supervision ratios**

Supervision ratios relate to managing groups of children and ensuring sufficient adults are present to deal with any issue or incident that may arise. For single sex groups, there must be at least one same gender member of staff. For mixed groups there must be at least one male and one female supervising adult.

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

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

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

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

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

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

### Drinks breaks

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

The tips below are provided from the ECB Coaches' Safety Pack (Hard Copy).

Coaches, teachers, managers and umpires are encouraged to:

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

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

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

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

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

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

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

## ECB Fast Bowling Directives

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

I would like to thank those involved in the development of talented fast bowlers for their observations and constructive feedback regarding the initiative. As coaches, we should consider the welfare of the individuals under our supervision. These regulations are designed to minimise the possibility of injury.

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

### **Mike Gatting**

Managing Director of Cricket Partnerships England and Wales Cricket Board



## Injury prevention for fast bowlers

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

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

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

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

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

### **Directives for matches:**

AGE:	MAX OVERS PER SPELL	MAX OVERS PER DAY
Up to 13	5 overs per spell	10 overs per day
U14, U15	6 overs per spell	12 overs per day
U16, U17	7 overs per spell	18 overs per day
U18, U19	7 overs per spell	18 overs per day

### **Directives for practice sessions:**

AGE:	MAX BALLS PER SESSION	MAX SESSIONS PER WEEK
Up to 13	30 balls per session	2 sessions per week
U14, U15	36 balls per session	2 sessions per week
U16, U17	36 balls per session	3 sessions per week
U18, U19	42 balls per session	3 sessions per week

## 1. OVERBOWLING:

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

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



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

Having completed a spell the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell have been bowled from the same end. A bowler can change ends without ending his current spell provided he bowls the next over he legally can from the other end. If this does not happen his spell is deemed to be concluded. If play is interrupted, for any reason, for less than 40 minutes any spell in progress, at the time of the interruption, can be continued after the interruption up to the maximum number of overs per spell for the appropriate age group. If the spell is not continued after the interruption the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell before the interruption have been bowled from the same end. If the interruption is of 40 minutes or more, whether scheduled or not, the bowler can commence a new spell immediately.

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

### **Nets:**

#### **Outdoor:**

The emphasis on all nets should be quality rather than quantity. These Directives will encourage young fast bowlers to focus their efforts on shorter, more intensive spells. Consequently young fast bowlers should be made aware of the importance of warming up and warming down as part of their preparation.

#### **Indoor:**

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

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

Concrete	0% force reduction
Uniturf on concrete:	7% force reduction
Uniturf + mat:	15% force reduction
Uniturf + 2 mats:	31% force reduction
Natural turf:	34% force reduction
Synthetic + underlay:	49% force reduction



## **2. TECHNIQUE:**

It is crucial that bowlers are encouraged to adopt a safe action early in their development. Bowlers should either have a SIDE-ON, a FRONT-ON or a 'MIDWAY/NEUTRAL' action, but SHOULD NEVER MIX THE ACTIONS. The mixed actions (of which there are two main types) are a major cause of back injuries, because they cause an unnecessary spinal twist. Excessive hyperextension of the back during the delivery stride is also a contributing factor.

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

## **3. PHYSICAL PREPARATION:**

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

## **4. EQUIPMENT:**

Impact forces of up to eight times body weight can be experienced during the delivery stride. Without the appropriate footwear, these forces must be absorbed by the feet, ankles, knees and lower back of the bowler. It is therefore essential that bowlers minimise these effects by absorbing them with the use of efficient, well-fitting, cushioned boots or shoes and if required, absorbent insoles. The use of running shoes, basketball-type boots or good cross trainers is also essential as they are designed to cope with the types of forces experienced when bowling on hard surfaces.

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

## ECB Guidelines on Changing Rooms and Showering Facilities

All ECB affiliated cricket clubs must have a Changing Policy, guidelines for which are provided here. These guidelines apply to the arrangements to be made for adults, and children, using changing facilities. Clubs should make arrangements so that children and adults do not use the same changing facilities at the same time.

Best practice principles to be adopted by clubs, wherever possible, are as follows:

- Adults must not change, or shower, at the same time using the same facility as children - if the same changing room is used then they must have different times

- If adults and children need to share a changing facility, they must do so at different times.
- Mixed gender teams must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, 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. Suggest instead that they may change and shower at home.





## ECB Photography, Filming and Social media broadcast Guidelines

### **The ECB 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 a club.

For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms.

Every club will have different facility access which is why each club must create their own policy. A photocopy of this page is not a club policy nor is a blanket ban a proportionate response.

All clubs, and leagues, must read the guidelines below and create a policy from this guidance that is manageable within their own environments.

The ECB is keen to promote positive images of children playing cricket and is not preventing the use of photographic or videoing equipment.

Please remember that photographs are considered 'personal data' in terms of the Data Protection Act. Depending on the circumstance, consent from either the child, adult, or both should 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.

Be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant about this. 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. For this reason the ECB guidance is 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 must be offered the opportunity to withhold consent for photographs / filming of their child.

## Putting things in place

Clubs must create a policy relating to the use of cameras during matches, training sessions and on other club occasions. The guiding principles are:

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches
- 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
- It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete

It is recommended that all cricket clubs as well as tournament/festival/event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below.

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

- 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. (Please see the player profile form in the Kit Bag).

## ECB Fielding Regulations

### **For reference, the ECB fielding Regulations are as follows:**

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







## ECB Guidance on the Wearing of Cricket Helmets (“Head protectors”) by Young Players

Since 2000 the ECB has issued safety guidance on the wearing of helmets by young players up to the age of 18.

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

With the assistance of schools, cricket clubs leagues and umpires, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales. Helmets are widely available and are covered by a British Standard (BS7928:1998) and a new specification, for head protectors on sale from Spring/Summer 2014 (BS7928/2013) – see below.

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

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions. Wicket keepers should wear a helmet with a faceguard, or a wicketkeeper face protector, when standing up to the stumps.

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

There is no exception to be granted in this regard, in any form of cricket.

The ECB asks that this guidance is communicated to the parents, or guardians, of all young players through clubs and schools, and that young players are not allowed to bat or stand up to the stumps when keeping wicket against a hard ball without wearing appropriate protection.

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

## NEW CRICKET HEAD PROTECTOR TESTING STANDARD

(More commonly known as the Helmet testing standard)

The ECB, PCA and the ICC have worked with BSi and head protector manufacturers to develop a new specification for the testing of head protection for cricketers. This specification [was] approved by BSi Group, which is the national body responsible for producing appropriate safety standards in the UK.

With cricketers and bowling machines able to deliver cricket balls at high speeds, and given the obvious importance of protecting against head injuries wherever possible, head protectors are an essential part of a cricketer's kit.

It is important that individuals understand how the new specification [has applied] to head protectors on sale from Spring/Summer 2014.

The key features of the new specification, **BS7928:2013**, are:

1. it now includes a facial contact projectile test that assesses for penetration of the ball through the faceguard, and contact of the faceguard onto the face, using realistic ball impact speeds and conditions; and
2. head protectors have been tested separately against men's and junior sized cricket balls (a five-and-a-half ounce ball and a four-and-three-quarter ounce ball, respectively).

Head protectors that have been tested against the new standard will be clearly labelled with "**BS7928:2013**" and will contain clear labelling setting out whether a head protector has been tested against

- (i) men's standard ball size of 5 ½ ounces,
- (ii) junior standard ball size of 4 ¾ ounces, or
- (iii) both men's and junior size balls.

The manufacturers have advised that there is currently no specific women's head protector and so there is no specific standard for women's cricket head protectors. As the size of the standard women's cricket ball is between the standard men and junior balls, it is recommended that women use head protectors that have been tested against both the men's and junior sized ball or at least against the junior size ball (as the smaller ball could potentially get through the gap above the face guard on a men's head protector).

From 30 June 2014, the old BSI standard for cricket head protectors (**BS7928:1998**) [was] withdrawn and the ECB therefore recommends that all new head protectors brought to market are tested against the new standard.

However, head protectors which have already been tested against the old standard can and will continue to be available for sale and will not be withdrawn from the market.

In light of this, the ECB has issued this guidance to ensure that the public understands the meaning and merits of the new specification (and consequent labelling that will soon be introduced) and therefore to enable the public to make an informed decision as to which head protector to use.

Finally, whilst the ECB considers that head protectors are an essential part of a cricketer's kit to mitigate the risk of injury, it must be remembered that wearing a head protector and faceguard (whether or not it has been tested against the new standard) cannot always prevent death, injury or disability.

For further information, please contact [helmets@ecb.co.uk](mailto:helmets@ecb.co.uk)

## ECB Guidelines for Junior Players in Open Age Group Cricket

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

### The guidance is as follows:

#### General

- Making the step up from junior to open age group cricket is an important event in any player's cricket experience.  
The player's safety, personal development needs and overall cricket experience must be considered
- Clubs, squad coaches and managers must take into account the requirements on age detailed in this guidance.
- Each case must be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part in Open Age cricket  
The minimum age guidance provided below **MUST** be followed.
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side
- Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else
- Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game
- Be supportive, at all times, for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement
- The captain must inform the Umpires of under 18s in the side.

## Restrictions

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

## Minimum age

The minimum age for Open Age cricket is the U 13 age group. Players must be in Year 8, and 12 years old on the 1st September of the preceding year.

This applies to all club and district players who are not in a county or area squad (or region in Wales) . Written parental consent is required.

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

This is providing they are at least 11 years old, are in School Year 7 on 1st September in the year preceding the season, and have written parental consent to play.

It is essential clubs and coaches recognise the 'duty of care' obligations they have towards young players in Open Age cricket

The duty of care should be interpreted in two ways:

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

In addition, the guidelines note the need for clubs and leagues to recognise the positive experience young players should have in open age cricket. Clubs should provide an opportunity for players to show their talents in an appropriate way.

## ECB Guidance for clubs on Sun Safety

Taking part, or watching, outdoor summer sports can mean that young skin is subjected to 'prolonged sun exposure' which can result in sunburn, **even on a cloudy day**.

Figures from Cancer Research UK show that the incidence of melanoma in the UK is now five times higher than it was in the 1970s; more than 13,000 people develop melanoma each year, compared with around 1,800 in the mid-1970s.

The Skin Cancer Foundation estimates that 80% of lifetime sun exposure occurs during childhood and that **just one blistering sunburn can double the risk of getting melanoma later in life**.

### The ECB Supports the Outdoor Kids Sun Safety Code

Devised and funded by the Myfanwy Townsend Melanoma Research Fund, and launched in May 2014, the Outdoor Kids Sun Safety Code is a FREE online resource bank, developed by a leading skin cancer specialist alongside experts in physical education and safeguarding.

The 'OK Sun Safety Code' offers an official Accreditation Mark, verifying that specific measures have been met and that you actively sun protect kids in your care. The downloadable toolkit provides promotional materials, designed to keep guidelines 'front of mind' and ensure that good practice by clubs, coaches and teachers is supported by parents.

The ECB recommends that clubs, individual coaches, parents, and others, consider using the resources available through the 'OK Sun Safety Code', which provides information, advice, resources and accreditation on Sun Safety for children.

Clubs may choose to link the website from the club website.

The guidance includes making sure that coaches and others set an example and are seen to take steps to protect themselves, and that they encourage children to:

Wear a hat

Put on sun cream (factor 30 or above)

Cover up

The resource is available at:

[www.oksunsafetycode.com](http://www.oksunsafetycode.com)



## ECB Guidelines on Girls Playing in Boys Age Group Leagues and Competitions

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

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

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







# Safeguarding and a Club's Duty of Care

The ECB has produced an overall policy for safeguarding and protecting children in cricket. All ECB affiliated clubs must formally adopt the ECB's "Safe Hands' Safeguarding and Protecting Children Policy Statement".

Each individual cricket club must also produce a safeguarding policy statement based on the guidance "Springfield Cricket Club – Safeguarding Policy Statement"

It is important to understand that safeguarding is not a standalone process which sits in isolation from other activities within cricket.

Safeguarding is about creating a culture which helps direct the game and the way the game interacts with children as participants in cricket, be this as players, officials, coaches, spectators, or volunteers. Safeguarding in cricket is based upon the concept of providing a safe and welcoming environment tailored to the needs and requirements of

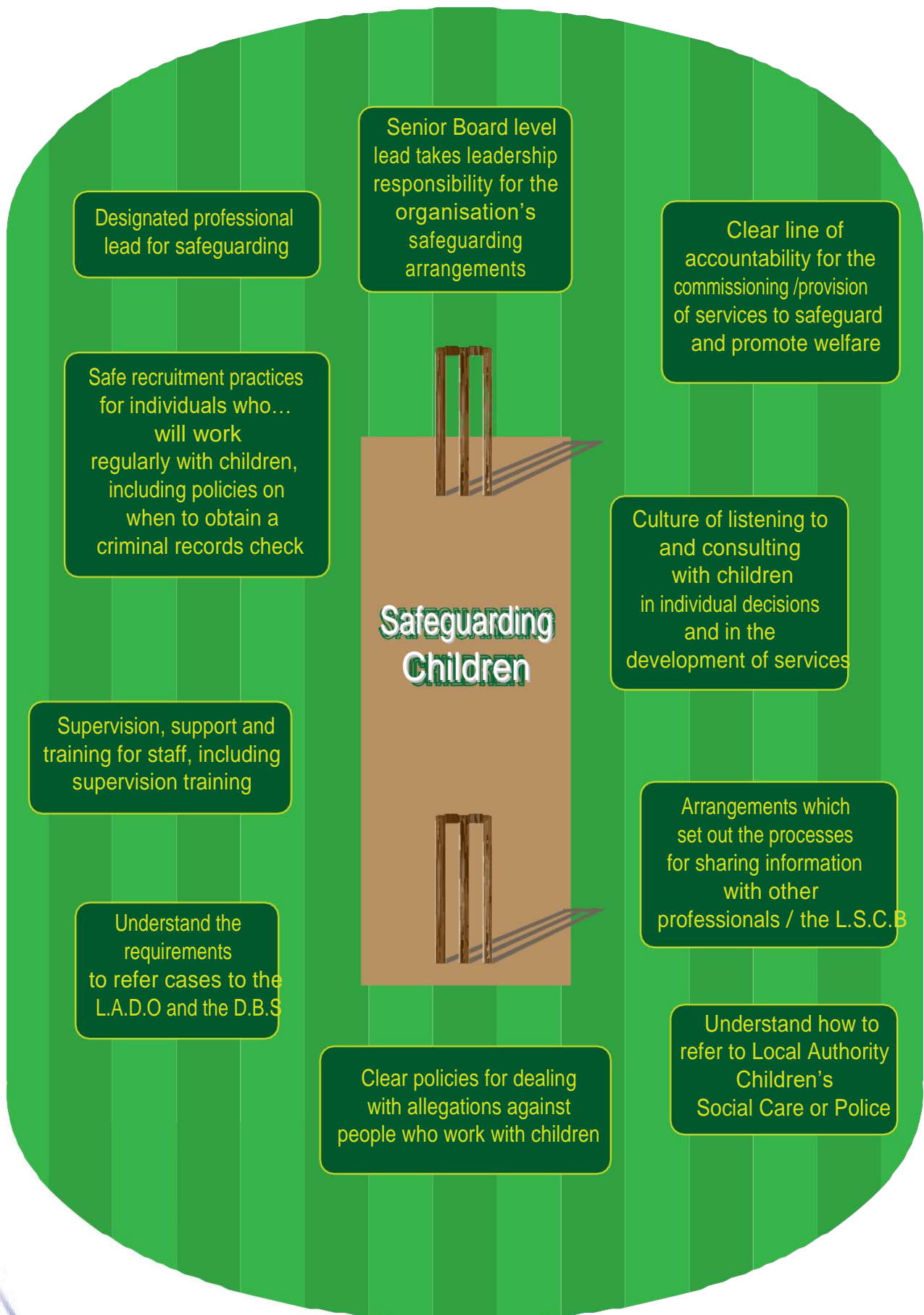
children. By seeking the views and opinions of children we will help create an environment where children feel able to share concerns with trusted adults.

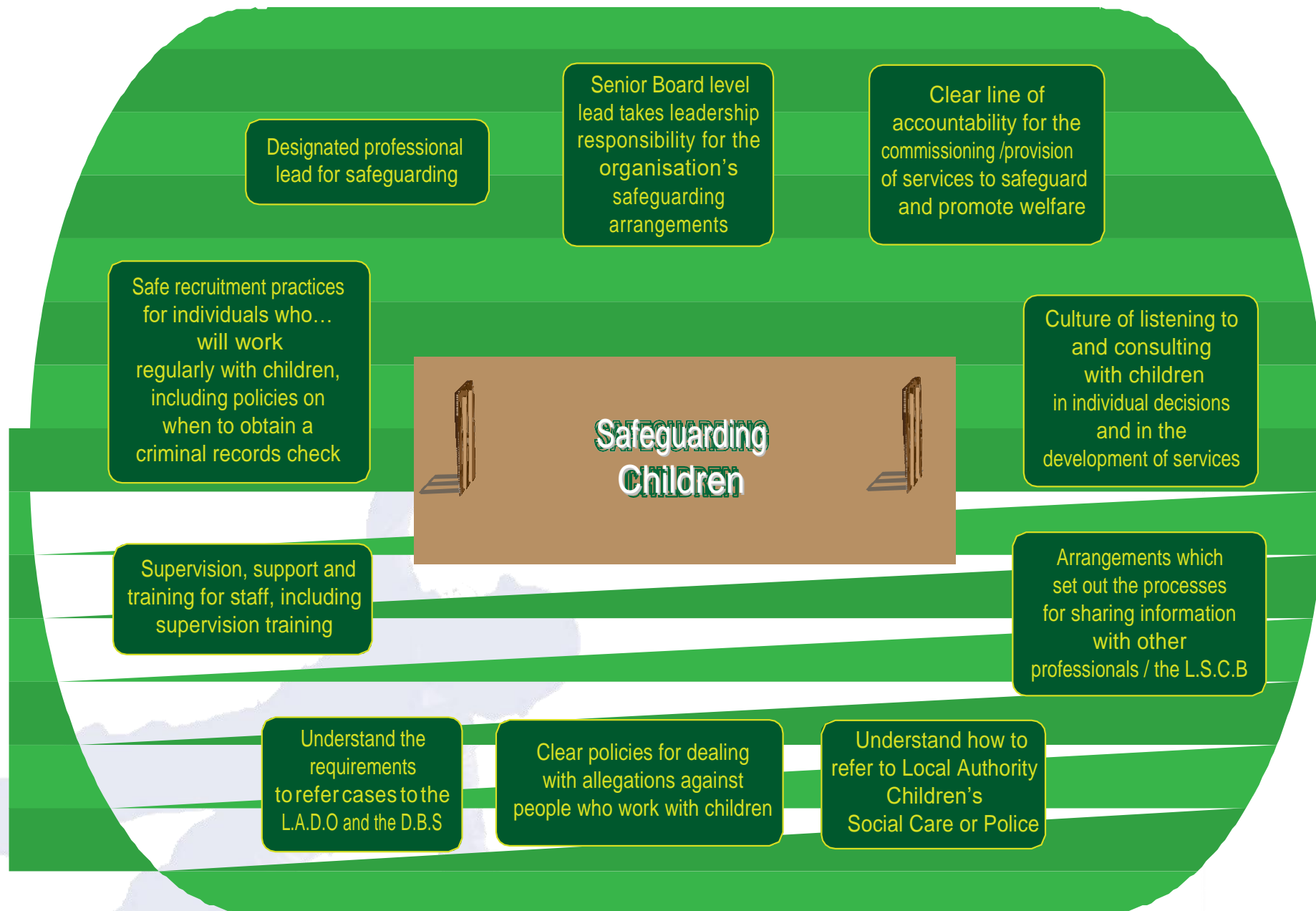
Key to this is the recruitment and vetting of the many invaluable individuals who give so much to children in cricket.

Through safe recruitment and vetting practices, we can endeavour to make sure that we have the right people teaching, instructing, training, caring for and supervising children in the game. A thorough recruitment and vetting process also ensures the individual is aware of their particular safeguarding responsibilities in that role.

The diagram 'Safeguarding Children' sets out the requirements placed by statutory guidance ("Working Together to Safeguard Children, 2015") on any organisation that provides services for, or works with, children.

# Working Together to Safeguard Children 2015





## Underpinning Principles to the ECB Safeguarding Policy

The ECB's strategic plan "Champion Counties" was launched in 2013. Over the next four years, the ECB will target operational excellence and localised delivery wherever possible; energising people and partnerships through effective leadership and governance. The ECB's six core values - Excellence; customer first; enjoyment; respect; teamwork and dynamism - continue to underpin cricket's work to welcome and safeguard children.

Two of the ECB's core values are particularly important to the ethos of safeguarding children in cricket: enjoyment and respect. The enjoyment core value means providing children with an entertaining, safe, enjoyable and exciting cricket environment which will inspire them to choose cricket. The respect core value requires everyone in cricket to show respect to all involved in the game and uphold the spirit of cricket.

The ECB works in partnership with a number of organisations to ensure cricket is promoting best practice in safeguarding children. The ECB supports the County Boards, clubs and affiliated leagues with up to date advice and guidance. The ECB works closely with the Child Protection in Sport Unit of the NSPCC.

The ECB has achieved the Advanced Level of the Child Protection in Sport Standards, the highest level obtainable. In order to achieve this, the ECB had to demonstrate clubs were adopting, and using, this policy and the ECB wish to express its thanks to clubs for maintaining their work in this key area for cricket.

The ECB will continue to work with other Sports and other relevant organisations to ensure its safeguarding practice is up to date, and future developments are anticipated and planned for, as well as working on specific projects.

The ECB will review its Safeguarding of Children Policies and Procedures on an ongoing basis in line with the NSPCC Child Protection in Sport Unit and Sport England Whole Sport Plan. This document will be reviewed again in October 2017.

# The “Safe Hands” Safeguarding and Protecting Children Policy Statement

- The ECB is committed to ensuring all children who take part in cricket, have a safe positive and fun experience, whatever their level of involvement
- The welfare of all children is paramount
- All children within cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy the game in an environment safe from abuse of any kind
- The ECB recognises the importance of safeguarding children within the game and is committed to developing, and implementing, policies and procedures which ensure that everyone knows, and accepts, their responsibility in relation to a duty of care for children
- The ECB is committed to ensuring there are correct and comprehensive procedures for responding to, recording and reporting child safeguarding concerns
- The ECB will endeavour to ensure all suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately in line with ECB policy and procedures
- The ECB recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the game of cricket
- The ECB is committed to ensuring that safeguarding and protecting children is central to its development of the game and as such requires all clubs and other bodies who wish to seek ECB support, whether financial or otherwise, for developing facilities and/or opportunities to play the game of cricket, to have adopted and implemented this “Safe Hands” Safeguarding Policy
- It is a mandatory requirement that all County Boards, affiliated leagues and clubs must adopt and implement the ECB “Safe Hands” Policy and they will be supported to do so through education and training
- All affiliated clubs must appoint a Club Welfare Officer to ensure that appropriate procedures are followed
- The ECB recognises the responsibility of the statutory agencies and is committed to working with Local Safeguarding Children Boards and Local Authority Designated Officers and complying with their procedures and the statutory guidance “Working Together to Safeguard Children 2015”
- The ECB is committed to promoting sound recruitment procedures and good practice for all individuals working within cricket whether in a paid or voluntary capacity
- The ECB will ensure that individuals will receive support through education and training, to be aware of, and understand, best practice and how to manage any safeguarding issues which may come to light
- The ECB recognises that it is not the responsibility of those individuals working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns

It is a mandatory requirement for all ECB affiliated clubs to make a constitutional adoption of the ECB “Safe Hands” Safeguarding Policy.

To do this it will be necessary for clubs to make amendments to their constitution to reflect the safeguarding principles which they must adhere to. It is suggested that the following wording is used:

“To ensure a duty of care to all members of the club by adopting and implementing the ECB “Safe Hands” – Cricket’s Policy for Safeguarding Children and any future versions of the policy.”

A vote is normally needed at the club’s AGM to make this formal adoption. For those clubs who do not have an AGM in the foreseeable future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure.

In addition to adopting the ECB’s “Safe Hands” policy, creating an individual “Club Safeguarding Policy Statement” is a requirement for all ECB affiliated clubs. Guidance on how to do this and a template that can be used are shown in The ‘Safeguarding Kit Bag’ in Section 3 of this manual.

The ECB’s “Safe Hands” Safeguarding Policy Statement and Underpinning Principles guide the “Safe Hands” programme. However, in addition, there are a number of key Points of Policy on the Safeguarding Programme that the ECB needs to ensure that clubs and participants understand are fundamental to the effectiveness of safeguarding in cricket.

## **1. All cricket participants should recognise and follow a Code of Conduct**

The ECB provides codes of conduct for all cricket participants – the Code of Conduct for Members and Guests and the Code of Conduct for Coaches. These codes of conduct provide participants with details of acceptable, and unacceptable behaviour, and the expectations of others in relation to good operational practices.

## **2. All junior cricket sessions require adequate supervision**

A minimum of two adults are required at every session and additionally the appropriate ratio of adults and children must be met.

## **3. All adults who work with children in cricket, either as a volunteer or paid, must be recruited appropriately which includes being vetted for their suitability to work with children**

Vetting Procedures include the use of Disclosure and Barring Service (DBS) checks and/ or non-UK equivalents.

## **4. Physical contact should always be intended to meet the child’s needs not the adult’s**

It is obvious that adults should never touch a child inappropriately. A responsible adult should only use physical contact if it’s aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

The adult should seek to explain the reason for the physical contact to the child, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.



# A Club's Duty of Care

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.

Safeguarding is about all of us acknowledging that this duty of care exists, and it is about us putting practical measures in place to minimise the likelihood of foreseeable harm arising.

The ECB has produced a list of requirements for all clubs to demonstrate this duty of care and to assist clubs in the adoption and implementation of the "Safe Hands" Policy. Guidance on these requirements, and where appropriate sample templates, can be found in Section 3 of this manual which is entitled the 'Safeguarding Kit Bag.'

To demonstrate this duty of care, all cricket clubs:

- Must constitutionally adopt the ECB's "Safe Hands" Policy
  - Must define their club's own Safeguarding Policy Statement
  - Must follow the ECB reporting mechanism for concerns
  - Must recruit, appoint and organise the training of a Club Welfare Officer
  - Must have a "player profile system" to enable adults to exercise their duty of care in an emergency situation
  - Must adopt the ECB Code of Conduct for Members and Guests
  - Must adopt the ECBCA Code of Conduct for Coaches
  - Must ensure that the following policies and procedures exist within the club:
- Procedures for recruiting and appointing appropriate volunteers and/or paid staff

including training and support for these volunteers or staff

- Procedures for health and safety/risk assessment, including adherence to ECB policies/guidance on the wearing of helmets, fielding regulations, net safety, bowling directives, first aid, fluid intake, junior players in Open Age cricket and other similar matters
- Discipline procedure – which MUST include guidance on the referral of any matters involving any person under the age of 18 and an appeals mechanism
- Anti-bullying policy and procedures for dealing with bullying
- Changing rooms and showering policy
- Photography, video and the use of images policy (including press and website guidelines)
- Transport policy
- Supervising children at cricket sessions policy
- Guidance on welcoming and safeguarding children with a disability
- Missing children policy
- Procedures for managing children away from the club
- Procedures for working with external partners; (i.e. club personnel undertaking cricket activities in schools, local authorities or similar organisations, on a voluntary or paid basis)
- Guidance for clubs on the use of Social Media, texts and email



**The ECB very strongly recommends that each Cricket Club Committee considers the above list of practical measures that can be taken to demonstrate the club's commitment to safeguarding and to its duty of care.**

**The ECB recommends that each club utilises the expertise of its Club Welfare Officer to help prioritise what needs to be done in their own location. The Committee needs to be aware of current best practice in all areas relating to children's participation in the game and must proactively take steps to address any areas of club activity that need revision in the light of best practice.**

**Clubs can use the resources and template documents within "The Safeguarding Kit Bag", to consider, and where necessary amend, a set of personalised safeguarding procedures and policies appropriate for the club.**

# Definitions of Abuse, Cricket Examples of Possible Abuse, and Common Indicators of Possible Abuse

**All those involved in children's sport have a responsibility to be able to recognise and respond to signs and indicators of child abuse.**

It is hoped that this will be a useful reference for all in cricket, particularly those in roles connected with safeguarding and protecting children.

## Recommended process/activities

- Club Welfare Officers in particular and others involved in children's sport need to be familiar with the information below.
- Club Welfare Officers are encouraged to share the cricket examples provided, with other key people within their clubs
- When reading the information outlined in this section, everyone **MUST** remember the following key point:

It is not the responsibility of those working in cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

## Guidance

### Defining abuse

Any person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. **Children can be abused by adults or other children.**

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

**The definitions of abuse are detailed below:**

<p>Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.</p> <p>Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.</p> <p>They may be abused 'online' and by text, email, or other electronic messaging by an adult or adults, or another child or children.</p>	
<p><b>Physical abuse</b></p>	<p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, biting, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, or carer, fabricates the symptoms of, or deliberately induces, illness in a child ('Fabricated or Induced Illness' or 'FII')</p> <p>Examples of physical abuse in cricket may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body, or where drugs are used to enhance performance.</p>
<p><b>Emotional abuse</b></p>	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <ul style="list-style-type: none"> <li>• It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person</li> <li>• It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate</li> <li>• It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction</li> <li>• It may involve seeing or hearing the ill-treatment of another</li> <li>• It may involve serious bullying (including 'cyberbullying'), causing children frequently to feel frightened or in danger or the exploitation or corruption of children</li> </ul> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p> <p>Emotional abuse in cricket may occur if children are subjected to undue or repeated criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations.</p>

<p><b>Sexual abuse</b></p>	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.</p> <ul style="list-style-type: none"> <li>• The activities may involve physical contact including penetrative or non-penetrative acts, and non-contact activities, such as involving children in looking at, or in the production of, in appropriate material including sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways</li> <li>• Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children</li> </ul> <p>There are situations within all sports, including cricket, in which the potential for this form of abuse exists:</p> <ul style="list-style-type: none"> <li>• Some individuals have deliberately targeted sports activities, in order to gain access to, groom, and abuse, children</li> <li>• There is evidence that individuals have sometimes ignored governing body codes of practice, and used physical contact within a coaching role to mask their inappropriate touching of children</li> <li>• Some people have used sporting events as an opportunity to take inappropriate photographs or videos of sports people (including children) in vulnerable positions</li> </ul>
<p><b>Neglect</b></p>	<p>Neglect is the persistent failure to meet a child’s basic physical and/ or psychological needs, likely to result in the serious impairment of the child’s health or development.</p> <p>It may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• Provide adequate food, clothing and shelter (including exclusion from home or abandonment)</li> <li>• Protect a child from physical and emotional harm or danger</li> <li>• Ensure adequate supervision (including the use of inadequate care-givers)</li> <li>• Ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p> <p>Examples in cricket could include a coach not ensuring that children are safe, exposing them to undue cold, heat or to unnecessary risk of injury. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>

<p><b>Bullying</b></p>	<p>Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:</p> <ul style="list-style-type: none"> <li>• Physical (for example, hitting, kicking, theft)</li> <li>• Verbal (for example, racist or homophobic remarks, threats, name calling)</li> <li>• Emotional (for example, isolating an individual from the activities and social acceptance of their peer group)</li> </ul> <p>The competitive nature of sport makes it an ideal environment for the bully.</p> <p>Bullying in sport could be a parent who pushes their child too hard, a coach who shouts at, or humiliates children, or a child that actively seeks to make sport a difficult or unhappy experience for others.</p> <p>The ECB will not tolerate bullies at any level of the game. A sample club policy based on the Kidscape model is contained in the Kit Bag. This sample policy also includes procedures on dealing with bullying. (Kidscape is a national anti-bullying charity and provides support and training on bullying and prevention.)</p> <p>Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them.</p>
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# Common Indicators of Abuse

**Important note.....When you read the text below, please remember:**

It is not the responsibility of those working in cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

All those in cricket who work with children need to be aware of indicators of abuse to ensure that the sport provides an effective safeguarding and protecting programme. Your concerns may be raised by something you see (or hear) and /or something someone says. If you find yourself wondering if you should share your concerns, the answer is YES!

The following may cause you concern, and may be indicators of abuse and / or neglect:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury and the explanation for it seem inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Unexplained access to material goods, clothes, activities etc.
- Goes missing for periods of time.
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Stops, or is prevented from, socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Excessive fear of making mistakes

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but maybe indicative of a need to report concerns.

Some changes in behaviour can be caused by changes at home, for example, if a bereavement occurs.

The Club Welfare officer should encourage parents/carers to inform the coach or Club Welfare Officer of any significant changes which may affect the behaviour of their child.

# Club Safeguarding Action Plan – first steps

All of the policy, procedure and guidance in the Safe Hands Folder and kitbag is important – but you need to know where to start. You will have seen the Club Action Plan on the ‘Safe Hands training for Welfare Officers’. Here are your first steps in making sure your club provides a safe and welcoming environment for children

	Action	Start Date	Who will do this?	How will it be done?	Complete? Date.
1	Club formally adopts ‘Safe Hands’ Policy				
2	Club Welfare Officer is appointed, is DBS checked and attends the first available ‘Safe Hands’ training				
3	Roles where people work with children, that need DBS checks, are understood, listed, and checks made				



	Action	Start Date	Who will do this?	How will it be done?	Complete? Date.
4	Codes of conduct for members and for juniors are in place				
5	Adult : Child ratios are understood and adhered to				
6	We know how to report any concerns				
7	Player profile (registration) forms are completed				
8	Children and young people know who they can go to if they have any problem				