

# ECB Safe Hands Policy

## 1.0 Policy Statement

### 1.1 Introduction

Copford CC is committed to ensuring that all Young People who play Cricket for the club have a safe, positive & enjoyable experience. The club is committed to ensuring that everyone knows and accepts their responsibilities in relation to a duty of care for Young People. This policy sets out a framework for the club's commitment to good practice and the protection of Young People in its care.

### 1.2 Underpinning Principles

All Young People within cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected

All Young People participating in cricket have a right to do so in a safe environment

Adults working in cricket will provide a safe, positive and fun cricketing experience for Young People

Adults will understand and be supported in their role and responsibility with regard to the Duty of Care for young People

Individuals will receive support to be aware of and understand best practice and how to manage any welfare issues which may come to light

## 2.0 Duty of Care and Welfare of Young People

### 2.1 Duty of Care

The duty of Copford CC is to ensure the safety and welfare of any Young Person involved in cricket related activities, to safeguard them and protect them from reasonably foreseeable forms of harm.

### 2.2 Practical ways of ensuring that Copford CC meets its Duty of Care

By adopting and implementing ECB The Safe Hands (Welfare of Young People in Cricket) Policy the club will ensure that the environment for Young People is safe and fun

## 3.0 Good Practice, Poor Practice and Abuse

### 3.1 Introduction

It is important that all Adults (Coaches, Umpires, Team Managers, Volunteers and Parents) working with Young People behave in an appropriate manner, operating

within an accepted ethical framework. This will protect both the Young People and the Adults within cricket.

### **3.2 Principles of Good Practice**

Copford CC will aim to encourage Coaches/Responsible Adults to:

Ensure that cricket is fun, enjoyable and fair play is promoted

Treat all young people equally, with respect and dignity, and be an excellent role model

Always put the welfare of each Young Person first, before winning or achieving goals

Always work in an open environment & build a balanced relationship based on mutual trust

Recognise the developmental needs and capacity of Young People

Give enthusiastic and constructive feedback, rather than negative criticism

Ask each participant to complete a Junior Club Membership Form and ensure the information on this Form is to hand, in case of emergency

Keep a written record of any injury that occurs, along with the details of any treatment given

Ensure that if any form of manual/physical contact is required, it should be provided openly and according to guidelines provided in this document

Keep up to date with the technical skills, qualifications and insurance in Cricket

If groups have to be supervised in the changing rooms, always ensure adults work in pairs

Ensure that mixed teams are always accompanied by both a male and a female adult

Ensure that there is regular communication with Parents/Carers

### **3.3 Poor Practice**

All individuals working with Young People should NEVER:

Spend time alone with Young People away from others

Take Young People to your home where they will be alone with you

Transport Young People in your car alone

Transport Young People if you are an unregistered driver

Engage in rough, physical or sexually provocative games

Allow or engage in any form of inappropriate touching or physical abuse

Allow Young People to use inappropriate language unchallenged

Make sexually suggestive comments to a Young Person, even in fun

Reduce a Young Person to tears as a form of control

Allow allegations made by a Young Person to go unchallenged, unrecorded or not acted upon

Do things of a personal nature for Young People that they can do for themselves

If any of the above, or the following incidents occur or are observed, you must report them to the Club Welfare Officer and make a written note of the event using the Club Welfare Incident Form and inform Parents wherever possible if:

You accidentally hurt a Young Cricketer

A Young Person seems distressed in any manner

A Young Person appears to be sexually aroused by your actions

A Young Person misunderstands or misinterprets something you have done

### **3.4 Codes of Conduct**

Copford CC will provide Codes of Conduct which should be adopted and adhered to by all Cricket Coaches, Parents, Players, Volunteers & Officials. Copford CC will aim to ensure that:

All Club Members understand the Codes of Conduct

All Club Members are familiar with the procedures if the Codes of Conduct are not adhered to

The Club Constitution reflects the adoption and management of the Safe Hands Policy

### **3.5 Guidance for Parents/Carers**

Copford CC advise that parents/carers check the following:

The Club has adopted the ECB Safe Hands (Welfare of Young People in Cricket) Policy

Coaches and Volunteers are carefully recruited and suitably qualified

Coaches/Volunteers/Umpires have been screened to check their suitability to work with Young People

Coaches and Volunteers are working to a Code of Conduct

The Club offers regular training to Coaches and Volunteers

There are clear guidelines with regard to arrangements for travelling to events

Parents are encouraged to become involved

Young People are encouraged to talk to you about their experiences of Cricket and their Club and ensure they know how to voice their concerns if they are not happy about any situation

### **3.6 Guidance for the Appointment of Umpires and Scorers**

Where Copford CC are appointing an Umpire and/or Scorer for their games involving Young People, the club will aim to check the following:

The Umpire/Scorer is qualified and holds relevant current insurance and for example is a member of the Association of Cricket Umpires and Scorers

The Umpire/Scorer has been through an appropriate recruitment process

The Umpire/Scorer has been screened to check his/her suitability to work with Young People

The Umpire/Scorer is working to a Code of Conduct

### **3.7 Guidelines on Photography and Use of Video**

Where images of Young People are used, e.g. on the Club website, Copford CC will aim to:

Ask for parental permission to use their child's image

Ask for the Young Cricketer's permission to use his/her image

If a photograph is used, avoid naming the Young Cricketer

Only use images of Young Cricketers in appropriate dress

Encourage the reporting of inappropriate use of images of Young People

### **3.8 Guidelines on Changing**

Copford CC will aim to ensure that:

Players aged 10 and under should be supervised at all times in changing rooms by two adults of the same gender as the Players

Adults working with young teams will not change or shower at the same time using the same facility as Young Players (under 16).

Mixed gender teams will have access to separate male and female changing rooms

If Young Players (under 16) play for Adult Teams, they and their Parents should be informed of the Club's policy on changing arrangements

If Young People are uncomfortable changing or showering in public, no pressure should be placed on them to do so

If the Club has disabled players they should be involved in deciding how they wish to be assisted to change

### **3.9 Guidelines on Transportation**

Copford CC will aim to develop and inform Parents of its transport policy i.e. the dropping off and collecting of Young People at the Club. The following principles will help underpin the policy:

Coaches and Club Officials will be responsible for Young People in their care when on the Club premises

It is the responsibility of Parents/Carers to transport their child/children to and from the Club

If a Parent/Carer is late the Club will attempt to contact the Parent/Carer & wait with the Young Person at the Club with, wherever possible, other Volunteers or Parents

### **3.10 Use of Alcohol and Illegal Substances**

Within a Club setting or on away fixtures, it is inappropriate and it is illegal for Adults, Coaches, Volunteers, Umpires or Scorers to allow Young People to consume alcohol, smoke (under the age of 16), or take illegal or banned substances.

### **3.11 Child Abuse**

It is not the responsibility of Club Coaches, Volunteers, Umpires or Scorers to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

### **3.12 Bullying and Harassment**

It is not the responsibility of Club Coaches, Volunteers, Umpires or Scorers to decide that bullying or harassment is occurring, but it is their responsibility to act on any concerns.

## **4.0 Selection of Cricket Officials, Coaches, Umpires and Volunteers**

### **4.1 Introduction**

As normal good practice and to prevent unsuitable people from working within Cricket, Copford CC will adopt a selection policy for all Volunteers.

## **4.2 Planning**

The Club will aim to ensure club volunteers understand their roles and responsibilities and the expectations of the Club.

## **4.3 Checks and References**

Where appropriate (as advised by ECB) club volunteers must complete a Self-Declaration Form or complete a Criminal Records Bureau (CRB) form.

## **4.4 Training**

Appropriate training will be organized to enable individuals to ensure that they fulfil their role within the duty of care for Young People. The ECB requires all Coaches to attend a Good Practice and Child Protection (GPCP) Workshop every three years.

## **4.5 Complaints Procedure**

The Club will aim to introduce a Complaints and Discipline Procedure to deal with any formal complaints and/or appeals.

## **5.0 Responding to Disclosure, Suspicions and Allegations**

### **5.1 Introduction**

Copford CC will aim to follow the ECB system for individuals to report any concerns or issues that they may have relating to a Young Person at their Club or under their care.

### **5.2 Welfare Officers**

The Club will aim to appoint a Club Welfare Officer (CWO), who will receive training through the ECB Education and Training Strategy.

### **5.3 Reporting procedures**

Any concerns or any information received must be reported to the Club Welfare Officer, who will refer the matter to the County Board and/or the ECB Welfare Case Officer.

### **5.4 Responding to a disclosure**

Listen carefully to what is said and take the Young Person seriously

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others

Ask questions for clarification only and avoid asking questions that suggest a particular answer

Reassure the Young Person that they have done the right thing by telling you

Tell them what you will do next and with whom the information will be shared

Record in writing what was said using the Young Person's own words as soon as possible

Report the incident to the Club Welfare Officer

## **5.5 Reporting concerns**

If you have concerns regarding:

A Parent or Carer (concerns outside Cricket)

A Club Official or Volunteer (concerns within Cricket)

Information received through a Self-Disclosure

You must inform the Club Welfare Officer who will follow guidelines as laid out in the ECB Safe Hands (Welfare of Young People in Cricket) Policy.

## **5.6 Dealing with Alleged Abuse**

Where there is a complaint of abuse against an Official or Volunteer, there may be three types of investigation:

Disciplinary or misconduct - the ECB is involved

Criminal - the Police are involved

Child protection - Social Services are involved (possible involvement by the Police)

## **5.7 Dealing with Poor Practice, or Breach of Code of Conduct**

If allegations against an Official or Volunteer constitute poor practice or breach of code of conduct, the ECB will manage the incident as misconduct, and either communicate a written warning to the individual, with a copy to the Club Welfare Officer, or instigate a full investigation under the ECB Disciplinary Procedures.

## **5.8 Dealing with Bullying and/or Harassment**

The same procedure will be followed if bullying or harassment is suspected.

## **5.9 Informing Parents**

Advice and guidance will be sought by the ECB Welfare Case Officer from the local Social Services Officer with respect to consulting with Parents.

## **5.10 Recording the Incident and Confidentiality**

Information passed to the Social Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern, using an Incident Report Form. Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

## **5.11 If an allegation is made against you**

If you are the person who is the centre of an allegation, you may be asked to stop working with Young People in Cricket. This may result in suspension from activity within Cricket whilst a full investigation is carried out. This is to protect all parties involved.

## 6.0 Managing Young People Away from the Club

### 6.1 Introduction

When taking a team away from the Club to play in a game/competition, consideration and planning needs to be paramount to ensure the duty of care for the Young People within the team is fulfilled.

### 6.2 Away Fixtures

#### 6.2.1 Good Practice in Planning:

Copford CC will aim to:

- Appoint a Team Manager with clear roles and responsibilities

- Establish where and when the fixture is

- Have sufficient Volunteers to manage and look after the Young People

- Have permission from the Parents/Guardians or Carers for transporting and supervising their sons/daughters whilst in our care

- Ensure that the Team has agreed to act within the ECB Code of Conduct

- Ensure that all Adults who are responsible for Young People within the team have been checked, in accordance with Section 4.3

- Ensure that a risk assessment is conducted

#### 6.2.2 Communicating with Parents

Copford CC will aim to communicate to Parents and the team when travelling to a fixture for the day the method of transport, pick up point, time of departure & return, the destination, competition details, and the name & contact details of the Team Manager and Coaches responsible for the team.

#### 6.2.3 Transport

Copford CC policy is that parents or other responsible adults are responsible for transporting players to and from all matches and practice sessions. Therefore the Club will not be registering Private Vehicles for the transportation of individuals in connection with any fixtures or practice sessions arranged by the Club. This policy is not intended to exclude any player from participation and parents/carers should contact the Club Welfare Officer if they have any problems with the transportation of players to matches or practice sessions.

Copford CC will aim to ensure that:



Drivers ensure their vehicle is roadworthy and that they have a valid licence and insurance

Drivers only use vehicles with seat belts and ensure that their passengers wear them

Drivers are aware of their legal obligations when transporting Young Cricketers

Parents/Carers give written permission for their Child to be transported in another Adult's car by signing the Junior club membership form

Drivers are not alone with a Young Person in the car at any time. If this situation arises, drivers need to ensure that the Young Person is in the back of the car

#### **6.2.4 Supervision**

Copford CC will aim to ensure that:

All supervising Adults have been checked by the recruitment procedures set out in Section 4.3

One supervising Adult has received training on Welfare and Child Protection

For single sex groups, there must be at least one same gender supervising Adult

For mixed groups there must be at least one male and one female supervising Adult

Supervising Adults have a clear knowledge of their role and responsibility for the team

Supervising Adults understand The Safe Hands Policy, & Codes of Conduct and behaviour

There are enough Adults to be able to deal with an emergency (i.e. minimum of 2)

There is a ratio of 1 Adult to 10 Young People for a team of over 8 year olds

#### **6.2.5 Emergency Procedures**

Copford CC will aim to ensure that:

Medical forms are completed, signed by the Parent & returned to the Club

Medical details and relevant information are carried by a supervising Adult

There is access to a mobile telephone and the minimum first aid provision

If an emergency occurs the supervising Adult will:

Establish the nature of the emergency & ensure the rest of the Team are safe and supervised

Ensure all members of the party are aware of the situation and are following emergency procedures

Ensure that a supervising Adult accompanies any casualties to hospital

Complete an incident form

Contact Parents and keep them informed about the situation

If necessary report the incident to the insurers, using the appropriate forms

### **6.2.6 Insurance**

Copford CC will aim to ensure that they have insurance including cover for matches away from their home Club. Coaches who are members of the ECB Coaches Association have insurance within their membership services. All Coaches must be qualified and insured when working with Young People.

All Umpires should ensure that they have relevant and up to date qualifications and insurance cover.

### **6.3 Overnight Stays**

Copford CC do not organise any overnight stays/cricket tours for Young People. If this situation changes then the club will adopt the relevant guidelines from the ECB Safe Hands (Welfare of Young People in Cricket) Policy.

## **7.0 Adopting and Implementing the Welfare of Young People Policy**

### **7.1 Introduction**

Copford CC will aim to ensure that:

The whole Club is aware of their Safe Hands (Welfare of Young People in Cricket) Policy

There is clear communication within the Club with regard to the Welfare of Young People in Cricket

All members of the Club understand their roles and responsibilities with regard to the Welfare of Young People in Cricket

Parents are aware of the policy

### **7.2 Action Plan Framework**

In order to implement the Safe Hands Policy Copford CC will aim to:

Identify an Officer to take on the role of Welfare Officer for the Club

Contact the County Development Officer to access support in training the whole Club to raise awareness of Child Protection

Adopt the ECB Safe Hands (Welfare of Young People in Cricket) Policy and complete the support training.

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