



# Sleaford Cricket Club

## Policies and Procedures

2020



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## A Safe, Welcoming and Inclusive Environment

Sleaford Cricket Club has adopted ECB guidelines for a safe, welcoming and inclusive environment at our club.

We will do this by having an enrolment day for all new and current members to complete paperwork (new members are welcome at any point throughout the year). All relevant information will be forwarded to all members.

Sleaford Cricket Club will communicate with parents/carers by email, phone, text, post, newsletters and social media. For your information all texts (especially) and emails are sent directly to parents and not to children and young people themselves. The Children Act defines a person under 18 as a child. It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. For more information please see our policy on Social Media, text and email.

All children/parents will be provided with written information regarding training session times and view and what equipment (if any is required). Also, whether the parent/carer is required to stay.

Adopted ECB Safe Hands - January 2014



## Safeguarding Policy Statement

Sleaford Cricket 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:

Recognise 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 the 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 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.
- 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.



## A Club's Duty of Care

Any individual, organisation, club or County Board has a duty of care 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.

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 ECB CA 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 wearing of helmets, fielding regulations, net safety, bowling directives, first aid, fluid intake, junior players in Open Age cricket and other similar matters.
- Discipline procedures - 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 showing 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.



## Anti-Bullying Policy

### Statement of Intent

Sleaford Cricket Club are committed to provide 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 occurs, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling club. This means that anyone who knows that bullying is happening is expected to tell the staff and officials.

### 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 be:

- Emotional; being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures).
- Physical; pushing, kicking, hitting, punching or any other use of violence.
- Racist; racial taunts, graffiti, 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, teasing.
- Cyber; all areas of the internet, such as email and internet chat room misuse, mobile phone threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities.

### Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has a right to be treated with respect. Children who are bullying 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 officials, coaching staff and non-coaching staff, children and parents should have an understanding of what bullying is.
- All officials, coaching and non-coaching staff should know aht 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 that 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/she is being bullied. Adults should be aware of these possible signs that they should 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 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 should be considered a possibility and should be investigated.

#### Procedures:

1. Report bullying incidents to the Club Welfare Officer.
2. In cases of serious bullying the incidents will be reported to the County Welfare Officer and/or the ECB Child Protection Team for advice.
3. Parents should be informed and will be asked to come to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. 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 will always be informed and will advise on action to be taken.

#### Prevention:

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- Writing a set of club rules.



- Signing a behaviour contract.
- Having a discussions about bullying and why it happens.



## Child Protection Policy

This policy is based on the ECB's Child Protection Guidelines and is adopted by Sleaford Cricket Club in the best interests of junior players, coaches, volunteers and officials.

### Good Practice in Care and Protection of Children

Children are defined as anyone less than 18 years of age where the individual does not have full legal powers.

### Coaching Situations

All coaching and game situations are to take place where others can observe them with another coach or DBS checked volunteer present or, if within sight of parents or general public.

### Supervisions

All activities are to be supervised (as above). Children must not take part in unsupervised activities, out of sight of coaches etc.

### Touching and Physical Support

Great care should be taken when physical contact with children is a possibility. Quite innocent movements and gestures can lead to unwanted contact or inappropriate touching with children. Physical support during coaching or first aid must be kept to a minimum. Parents should be aware that a minimum amount of physical contact is likely in coaching but that is kept to an absolute minimum but is inevitable when first aid administered.

### Officials etc. should not

Spent time alone with the children  
Transport children alone in a car (please see transport policy)  
Take children home when they would be alone with you

### Officials etc. should never

Engage in rough, physical or sexually proactive games, including horseplay  
Share a room with a child  
Allow or engage in any form of inappropriate touching  
Allow children to use inappropriate language unchallenged  
Make sexually suggestive comments to a child even in fun  
Allow allegations made by a child to go unchallenged, unrecorded or not acted upon  
Do things of a personal nature for a child that they can do for themselves  
Allow children to stay with you at your home unsupervised

Whenever possible children should be encouraged to take responsibility for themselves (age appropriate). Children should be aware what is being done and to be able to make choices on that basis.



Children's reactions to events should be noted and reacted to appropriately (e.g. - if a child is distressed, sexually aroused, angry or misunderstands situations). In such situations the coaches reaction should be to withdraw from the situation, placate the individual and report the matter to the Club Welfare Officer and parents.

#### First Aid

When contact is made during first aid treatment the same rules apply. Major movements of the body and touching sensitive areas are best left to the health care professionals.

#### Changing Rooms

Children should be allowed to get changed in private without adults watching directly. When support in changing is required parents should assist their child. If intervention by officials is necessary it should be with other adults present. When coaches etc. are in changing rooms they must be together with at least one other coach etc.

#### Mixed Teams

When teams are mixed gender there must be a official present from both genders at all times. Separate changing and toilet facilities should be provided, if only by alternating use under supervision from the same gender. At those times no member of the opposite gender is to have access to the facilities.

#### Team Management

Teams must be managed in a fair and equal manner, without discrimination of any kind. Formal or informal relationships bias is not allowed. Teams are to be managed in an open and honest way. No secrets are kept between coaches etc. and players and all information on players is kept in confidence and not relayed to anyone else. Coaches etc. are to maintain reasonable discipline as a person in place of parents, within the club code of conduct and refer breaches to the Club Welfare Officer and parents.

#### DBS Forms

All officials in contact with children must complete and be police cleared through the Disclosure and Barring Service (DBS).



## Missing Child Policy

A child going missing could be an extremely traumatic event - for adults and for children. Please remember most children are found within a few minutes of their disappearance.

If a child does go missing for whom Sleaford Cricket Club has responsibility for the following guidelines have been devised to clarify actions that should be taken.

All other children in our care are looked after appropriately while a search is organised for the child concerned.

Inform the child's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child. Remember that the child may contact the parents directly so this is very important.

Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all areas are searched fully.

Search the area in which the child has gone missing including changing rooms, toilets public and private areas and the club grounds.

Request all those searching report back to a nominated adult at a specific point.

This nominated person should remain at this specific reference point and must be making a note of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as what the child was wearing and when/where they were last seen.

If the search is unsuccessful you should then report the concern to the police.

A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete.

If the police recommend further action before they get involved, follow their guidance.

If the police act upon the concern always be guided by them in any further actions to take.

At the stage when the child is located, ensure you inform all adults involved including the parents, searches and police if they are by then involved.

All missing child incidents must be notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer and they must then notify the ECB CPT.



## Equity Policy Statement

Sleaford Cricket Club is committed to ensuring the equity is incorporated across all aspects of its development. In doing so acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

Sleaford Cricket Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of cricket, regardless of age, ability, gender, race, religious belief, sexuality or socio/economic status.

Sleaford Cricket Club is committed to everyone having the right to enjoy their cricket in an environment free from threat, intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Sleaford Cricket Club recognises that we have a duty of care towards all our players aged under 18 who represent the club.

Sleaford Cricket Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedure.



## Health and Safety Policy

No activity is allowed to take place, which threatens the health, welfare and well-being of the players and officials of the club.

Circumstances or conditions, which arise without warning, must be assessed quickly and in the safety interests of the members. E.g. the potentially dangerous use of other club facilities, weather conditions, or actions on the field. In these circumstances the team manager/coach or captain at the time is the person who will make the decision.

It should be remembered that in circumstances which involve junior players under 18 years of age, that the team manager or other official acts in place of parents and is required to make the judgement of a responsible parent. Whilst an independent adult might decide to confront certain risks the junior player is not in a legal position to do so and must withdraw voluntarily.

In the event of an accident involving injury or shock to a player, umpire or other member a First Aid Incident Report Form must be completed by the captain/team/manager/coach and be passed to the Club Welfare Officer.

A full First Aid kit is to be kept on the club premises.

A mobile First Aid kit is to be taken with each team representing the club. One of the team, coach or manager must be a qualified First Aider.



## ECB Guidelines on Supervising Children at Cricket Sessions

The following guidelines apply to all cricket sessions

It is important for clubs to remember when planning children's 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.

### 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
- All Stars Cricket - 1 Activator: 40 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 issues or incident that may arise. For single sex groups, there must be at least one same sex gender member of staff. For mixed groups there must be at least one male and one female supervising adult.

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



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

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

Aged 8 and under - 1 adult: 8 children

Aged 9 and over - 1 adult: 10 children

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

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 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 to purpose.



## Changing Rooms and Showering Policy

Sleaford Cricket Club has adopted ECB guidelines on changing rooms and showering facilities.

Sleaford Cricket Club recognises that we have a duty of care towards all young players aged under 18 who are presenting the club.

Adults must not change or shower at the same time using the same facility as children/juniors/young players.

Adults should try to change at separate times to children during matches i.e. when padding up.

If adults and children need to share a changing facility the club must have consent from the parents that their child(ren) can share a changing room with adults in the club.

If child(ren) (U18's) play for adult teams they and their parents must be informed of the club's policy on changing arrangements.

Mixed genders teams must have access to separate male and female changing rooms.

Mobile phones must not be used in the changing rooms.

Please note: if child/junior are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Encourage them to do this at home.



## Transport Policy

It is not the responsibility of the coach or team manager to transport, or arrange to transport the child to and from the club or match.

The team manager will arrange a pick up/drop off point for away fixtures.

If parents/guardians are unable to pick up their children then they are responsible for arranging alternative transport and must advise the team manager of these arrangements.

In the event of late collection the coach/manager (at least 2 adults) must remain with the child until their parent/guardian arrives.



## Photography/Video Policy

While we appreciate that the importance of photographs and videos help mark milestones in a child's life the ECB and Sleaford Cricket Club wishes to ensure that photography and video footage use within cricket is taken appropriately.

Please bear in mind the following points when taking photos of your child during cricket activities.

Photographs are not to be taken at matches or training without prior permission of the parents/carers of the children. This is included in the player profile form. It is the responsibility of the photographer and manager/coach to communicate as to which (if any) children are to be excluded from any photographs.

In addition to the permission given on the player profile form by the parent/carer and child a number of measures are in place as follows:

- The coach or manager will inform the photographer if any child in the squad is excluded from photographs by their parents/guardians.
- Images will only be taken in playing or training kit and environment; this reduces the risk of inappropriate use and provides positive images of the children and club.
- For publication purposes either an image of the child or name of the child will be used - never both.
- Sleaford Cricket Club encourages the reporting of any concerns regarding photography and use of photographs to the Club Welfare Officer. This extends right down to the children; they should be encouraged to report any concerns that they may have to their coach/manager/parent/guardian.
- If you do not wish your child to be photographed with the team please let the coach/manager know.

Using video as a coaching aid:

The team coach may wish to use video equipment as a coaching aid. The coach will tell you if and when this will happen. If you do not wish coaches to use this technology for your child's development please let them know.



## Nets Policy

It is policy of Sleaford Cricket Club that all official “net sessions” are supervised by a ECB UKCC Level 2 qualified coach.

All cricketers waiting to bat and bowl are strongly advised to remain a suitable safe distance away from the striking batsman and bowlers are to remain vigilant at all times.

Any issues of concern should immediately be brought to the attention of the Club Welfare Officer.



## Sleaford Cricket Club Social Media, Text and Email Policy

Sleaford Cricket Club has adopted the following guidelines from the ECB Safe Hands.

All club officials/coaches/managers are representing our club. Our communications should conform to “Safe Hands” policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children. Young players may see you as a friend and may request to be your “Friend” on social media site, you should direct them to the cricket club related page and keep all contact professional.

It is also important to be mindful of any content you post online via the cricket club related page. Remember;

You are representing the club. Your communications should conform to “Safe Hands” policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children. If you wouldn't put it on the club notice board, it doesn't belong on the club's social media pages. You should have consent before posting any personal information online - this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18's.

### Texts and Emails - Contacting Under 18 Players

The Children's Act defines a person under 18 years as a child.

Sleaford Cricket Club will make arrangements for Under 18's via their parents or carers; this includes text and email messages.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent but to copy in the 16 or 17 year old, with the parent's consent. This means the parent is able to monitor communications, but the 16 or 17 year old received the information directly. If you receive any responses from that appear inappropriate they should be brought to the attention of the parent or carer.

You should not engage in individual text or email conversations with 16 or 17 year old without their parent receiving the same message from you.

All contact with children should be in relation to coaching, matches and cricket related activity.