



# HORLEY CRICKET & HOCKEY CLUB



**Safe Hands Policy**

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# **HORLEY CRICKET & HOCKEY CLUB**

## **The “Safe Hands Policy Paper”**

**The Club is committed to comply with the ECB Safe Hands Policy. This paper sets out our aims and aspirations. It does however require the support of everyone associated with the club and the full commitment of all sub committees**

### **Recommended Process / Activities**

1. The guidelines are constantly reviewed by the Management Committee and an action list compiled of persons who need to be made aware of or trained in each area. Where possible, this activity is recorded in the committee meeting minutes.
2. The training of the relevant persons can be done by the most appropriate person determined by the Committee – it does not have to be done by the Club Welfare Officer although where appropriate they will be involved.
3. As part of the training, a written copy of these guidelines is given to each person trained.

**A copy of the guidelines or policy can be obtained from the Bar.**

# **HORLEY CRICKET & HOCKEY CLUB**

## **Safeguarding Policy Statement**

Horley Cricket & Hockey Club (The Club) is committed to ensuring that all young people under the age of 18 participating in club sporting activities, (hereby defined as Cricket, Hockey, Squash, Football, Darts and any other sport carried out in the name of the club) have a safe and positive experience.

As a Club we recognise that all young people participating in club sporting activities (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment.

To achieve this we will ensure that all individuals working at or for our club in our club's sporting activities will provide a safe, positive and fun experience for such young people by adopting and implementing the England & Wales Cricket Board (ECB) "*Safe Hands – Cricket's Policy for Safeguarding Children*" and where appropriate will additionally adopt any added recommendations of the governing bodies of our other sporting activities.

We view the position of our appointed Club Welfare Officer to be of such importance that the person so appointed will always hold a position on the Club's Management Committee, and further **the Club will ensure that our Welfare Officer and other nominated parties will attend all current and future training modules required by the ECB & the NSPCC and other relevant sport governing bodies**, so that they have the necessary skills to be able to undertake their role effectively.

As a Club we will ensure that **all people who work in sporting and leisure activities at or for our club, (such as Staff, Officials, Volunteers, Team Managers, Coaches etc.) understand that the Safe Hands Policy applies to them** according to their level of contact with children in their respective sport/activity/role.

We will ensure that all individuals working within our sporting/leisure or social activities at or for the club are recruited and appointed in accordance with ECB or other relevant governing sporting body guidelines.

We will ensure that all individuals working within our sporting/leisure or social activities are provided with support through education and training so that they are aware of and can adhere to good practice and code of conduct guidelines defined by both the ECB, and by the club.

We will ensure that the name & contact details for the Club Welfare Officer is available as the first point of contact for parents, children & volunteers / staff within the club. Our Welfare Officer will be viewed as a local source of procedural advice for its committee & its members. Additionally our Welfare Officer and any other nominated official will be regarded as the main points of contact within the club for the ECB County Welfare Officer and the ECB Child Protection Team, and as the main point of contact within the club for the other governing bodies of sport undertaken by the club, this being in addition to relevant external agencies in connection with child welfare.

**Our Club resolves that correct and comprehensive reporting procedures will exist for raising and managing safeguarding and child protection concerns.** Such procedures will recognise the responsibility of the statutory agencies and in accordance with pre defined safeguarding and child protection procedures as defined by the ECB, Statutory agencies and Local Safeguarding Children Board LSCB guidelines and policies.

As a Club we resolve that everyone connected with the club (including parents, children and volunteers) will have the opportunity to voice any concerns which they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer and will ensure that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.

In the interest of confidentiality we will ensure that access to information relating to child welfare matters is restricted to the Club Welfare Officer and the appropriate external authorities as specified within the governing sports Safeguarding and child protection procedures.

# **Responding, Recording & Reporting concerns which might arise within or outside the club.**

**Across the game and at all levels in cricket and all sports, there is a requirement to have:  
“clear and unambiguous procedures in place in respect of child protection, which provide step by step guidance on what action to take if there are concerns about a child’s safety or welfare”**

## **Introduction**

The protection and support of children in Cricket is of paramount importance.. This also applies to the governing bodies of all sport. In our case our policy will follow that as recommended by the ECB. This authority has developed a system for individuals to follow to respond, record and report any concerns or issues that they may have, relating to a child at their Club or under their care. To ensure that appropriate action is taken when there is suspected abuse, bullying or poor practice members should be aware that the ECB

- Appointed a National Lead Child Protection Officer which is based at Lord’s Cricket Ground
- Developed specific protocols relating to managing child protection referrals
- Appointed a group of individuals who will be responsible for the management of any disclosure or referrals received – the Referral Management Group (RMG).
- Requires all County Boards, affiliated Clubs and Leagues to recruit, appoint and train a Welfare Officer, who will receive training through the ECB Education and Training Strategy.
- Requires all clubs to take appropriate action where any suspected abuse, bullying or poor practice comes to light, in accordance with procedures defined & published by the ECB.

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

There may be a number of reasons that an individual finds it necessary to report a concern. These include:

- In response to something a child has said
- 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 the sport
- In response to bullying
- In response to a breach of code of conduct / poor practice
- Observation of inappropriate behaviour

*This is not a definitive list.*

# **Responding, Recording & Reporting concerns which might arise within or outside the club. (cont)**

## **Throughout the entire process confidentiality is of critical importance.**

We believe that the legal principle that the ‘welfare of the child is paramount’ means that the considerations which might apply to other situations within the club cannot be allowed to over-ride the right of children to be protected from harm.

However, every effort will be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated. The procedures require that only those that need to know are told. This means only those individuals stated within the reporting structure and no-one else unless directed by statutory agencies or the ECB Child Protection Team.

## **Responding to Disclosure, Suspicions and / or Allegations and Recording the Incident**

Anyone responding to a disclosure, suspicions and / or allegations must always:

- Stay calm; do not show disgust or disbelief and keep an open mind.
- Do not dismiss the concern, make assumptions or judgements. Take the concern seriously.
- Ensure the child is safe and feels safe
- Listen carefully to what is said and take the child seriously. Let the child know that if what they tell you leads you to believe they are in danger, you will have to pass the information on to someone who can protect them.
- Ask questions only where they are really necessary to clarify what you are being told. (Always avoid asking leading questions)
- Reassure the child that they have done the right thing by telling you & stress that they are not to blame.
- Be honest and (as soon as you can feasibly mention it) explain that you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)
- Immediately record in writing what was said using the child’s own words and detail this on the Incident Reporting Form.
- Avoid approaching any alleged abuser to discuss the concern.
- Report the incident to the Club Welfare Officer
- Maintain confidentiality – only tell others if it will help protect the child

*Be very careful not to promise that you will keep the information to yourself.*

### **Never:**

- Approach any alleged abuser to discuss the concern.
- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Take sole responsibility – Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself.

# **Responding, Recording & Reporting concerns which might arise within or outside the club. (cont)**

## **Recording the incident and confidentiality**

Information passed to the ECB, Children's Social Care and/or the Police needs to be as helpful as possible, which is why it is important that we make a detailed record at the time of the disclosure / concern. Use the Incident Reporting Form (See Appendix 1) should be made whenever possible.

Information recorded needs to include the following:

- Details of the Child i.e. full name, age/ date of birth, address, gender
- Details of the parent or guardian and whether they have been informed or not
- Details of the facts of the allegation or observations
- Details of the person alleged to have caused the incident / injury including the name, address and date of birth or their approximate age
- A description of any visible bruising or other injuries
- The child's account, if it can be given, of what has happened and how
- Witnesses to the incident(s)
- Any times, dates or other relevant information
- A clear distinction between what is (known to be) fact, opinion or hearsay
- A signature, date and time on the report.

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

The completed form should be passed immediately to the Club Welfare Officer who will conduct an investigation.

Sitting above the Club Welfare Officer is a County Welfare Officer (CWO) who is appointed by, and accountable to, the County Cricket Board. There is a County Welfare Officer for each of the ECB's 39 County Cricket Boards.

- CWOs are responsible for all safeguarding matters within their County and they are the first point of contact and act as a source of advice and support to Club and League Welfare Officers and all other affiliated members of that County including the County Cricket Board Management Committee.
- The CWO is also directly responsible to and is supported by the ECB Child Protection Team and often delivers or directs programmes on behalf of the ECB. The County Board is responsible for monitoring safeguarding within their cricket community and usually requires the CWO to monitor clubs and training provisions on their behalf.

# **Responding, Recording & Reporting concerns which might arise within or outside the club. (cont)**

## **Reporting Procedures**

### **If the referral relates to an incident within Cricket:**

The process for such referrals is as follows:

- Any person at or connected with our club should report any concerns they have about the welfare of a child within cricket to the Club WO (or in an emergency direct to the Children's Social Care department or Police.) Where possible they should adopt the Club's Reporting Form see Appendix1
- If the Club WO has any concerns, or an incident or concern is reported to them, they will inform the County Welfare Officer, who may refer the matter to the ECB Child Protection Team.
- If the County Welfare Officer or ECB Child Protection Team is not available, the Club WO will avoid delay and seek advice from the local Children's Social Care Department, the Police, or the NSPCC. As soon as possible the Club WO will then inform the ECB Child Protection Team and explain the action taken to date.
- The ECB Child Protection Team will, where appropriate, notify the local statutory agencies, and investigate the incident if appropriate. It will also notify the ECB RMG as required.
- The RMG will deal with any media enquiries and decide on any action
- A full investigation will be conducted under the ECB Complaints and Disciplinary Procedure on advice from Children's Social Care and/or the Police, pending the outcome of any Social Care or Police investigation

### **If the referral relates to an incident outside Cricket:**

Any person who has concerns relating to incidents of child abuse or poor parenting skills regarding a Parent / Carer outside of club activities , should advise the Club WO. The Club WO must then inform the County Welfare Officer, and the County WO will then inform the ECB Child Protection Team.

The ECB Child Protection Team or the County Welfare Officer will inform the appropriate statutory service i.e. Police, Children's Social Care.

A record will be kept of the referral, the CPT will consider the incident/allegation, its impact or potential impact on cricket and if it is necessary for the RMG to take action to safeguard children e.g. suspension.

### **Reporting to Police or Children's Social Care**

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information.

A record will be made of the name and job title of the Children's Social Care or Police member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. Wherever possible, referrals telephoned to the Children's Social Care department will be confirmed in writing within 24-48 hours.

A copy of this information will be sent to the ECB Child Protection Team.

# **HORLEY CRICKET & HOCKEY CLUB**

## **Whistle Blowing**

Horley Cricket Club follows the guidelines set by the ECB which is committed to developing a culture where it is safe and acceptable for all those involved in cricket and other sports to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise that something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues or you may fear harassment, victimization or disadvantage. These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember that it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare.

We all have a duty to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

As with the ECB, Horley Cricket Club assures all involved in sport undertaken at the club that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, then no action will be taken against those who report their suspicions/allegations provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects whistleblowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

### **Reasons for Whistle Blowing**

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- to prevent the problem worsening or widening
- to protect or reduce risk to others
- to prevent becoming implicated yourself

**If you have a genuine concern please advise our Club Welfare Officer who will respect your right for confidentiality.**

### **Who do I tell?**

The first person to whom you should report your suspicion or allegation is your Club Welfare Officer. If for any reason you cannot or do not wish to report to your Club Welfare Officer, you should refer to your County Welfare Officer. If you cannot, or do not wish to, report the information to either of these, then please contact the ECB Child Protection Team by email on [crb@ecb.co.uk](mailto:crb@ecb.co.uk) or 020 7432 1200.

Alternatively you can also contact Public Concern at Work on 020 7404 6609 or  
[whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)

# **HORLEY CRICKET & HOCKEY CLUB**

## **Whistle Blowing (Cont)**

### **If you do make such a report the follow up procedure is as follows:**

- You should be given information on the nature and progress of any enquiries  
During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- The Club's Welfare Officer, County Welfare Officer and the ECB have a responsibility to protect you from harassment or victimisation

**Please remember that no action will be taken against you if the concern proves to be unfounded and was raised in good faith**

- However, malicious allegations may be considered a disciplinary offence

### **ECB Safeguarding Whistle Blowing Procedures**

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant.

- Name, address and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the nature of the allegation

You should not attempt to deal with any allegation or suspicion yourself, rather inform our Club Welfare Officer or the Club's County Welfare Officer or the ECB Child Protection Team. Specifically do not:

- Inform the person about whom the concern was raised
- Inform any other members, participants or employees
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

Also do not assume

- “all is well, otherwise it would have been spotted earlier”
- “it doesn't matter” or “no harm will arise”
- “ignore it as it is not my responsibility”

### **Feedback**

The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and eventual conclusion of investigations.

# **Club Guidelines on Appointing Appropriate Staff and Volunteers to work with Children**

In accordance with ECB Policy all staff or volunteers in sport associated with our Club and who are working with children **must go through an appropriate vetting process prior to appointment** to ensure that they are suitable to do so.

## **The Club Welfare Officer**

We have appointed a Club Welfare Officer who is responsible for advising the club on current best practice and implementing the various elements of "Safe Hands".

The Club Welfare Officer is there to assist our club in creating a child centred environment. This officer is required to attend two separate training modules to support and equip them for the role.

The Club Welfare Officer must give advice on which roles within our club are likely to bring the post holders into regular and significant contact with children and as such may need further checks as part of the recruitment and appointment process.

Our Club Welfare Officer plays a significant role within the process for recruiting volunteers and staff to a club.

## **Guidelines on recruitment and selection of volunteers working with children**

We always remember that the safety of children is paramount in all our activities and these guidelines have been designed to help us in this.

We hope that all people involved in cricket and other sports working with children at our Club have only the best possible intentions. However, we recognise our responsibility to safeguard the welfare of all children participating in cricket and other sports by providing a safe and enjoyable environment. Sound recruitment and selection procedures are essential to screen out those who are not suitable.

When recruiting new volunteers or paid staff, both in sporting and social roles all reasonable steps will be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used by us are consistent and fair at all times. This policy paper outlines the methods used to assist us with our recruitment choices.

# **HORLEY CRICKET & HOCKEY CLUB**

## **Recruitment process**

### **Planning**

The first stage of any recruitment process involves planning. Club Officials or controlling sub committees will draw up a profile, which highlights the main areas of an identified role.

Decisions will be made as to the skills and experience required to fulfill the requirements of the role and draw up a person specification. If in doubt we can go to the ECB website where samples of job descriptions for a variety of club roles can be found.

Our recruitment process must be such a way that every applicant is treated in a fair and consistent manner.

### **Application Forms (see Appendix 2)**

Horley Cricket Club will at all times adopt a standard application form for all advertised vacant positions.

Each applicant's information is then collected, retained and stored in a consistent way.

More than one club official will look at the application forms to ensure that a fair and equitable scrutiny is completed. Identification documents to confirm the identity of the applicant e.g. a passport or driving license will at all times be requested.

### **Meeting / Interview**

A Selection Committee will meet with all applicants and where appropriate this may include the Club Welfare Officer. More than one official will always be present .The meeting/interview will enable the club to explore further the information provided in the application form. The questions to be asked will be prepared in advance and will provide the applicant with the opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

In securing information regarding an applicant's technical capabilities that are relevant to the post, we equally will explore attitudes and commitment to child welfare. Listed below are typical examples of questions that could be asked by our Club to discover this information:

- Tell us about any previous experience you have working with children.
- Give a child-related scenario, asking the applicants what they would do e.g. 'It is a winter evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?'
- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused work with children?

### **References (See Appendix 3)**

At least two references will be requested from individuals who are not related to the applicant. Where possible one reference will be associated with the applicant's place of work and where appropriate, one will demonstrate the individual has been involved in sport, particularly children's cricket previously.

Both references will contain a statement relating to the referee's awareness of the responsibilities of the post applied for.

References will be followed up prior to any offer of appointment being made. If the references raise concerns, we will contact the ECB Child Protection Team for advice and guidance.

## **Vetting Procedures including Criminal Record Bureau (CRB) Enhanced Disclosures**

A vetting procedure is very important in determining if someone is suitable to work with children. As such Horley Cricket Club will adopt the CRB Disclosures procedure for all relevant positions and posts which by reference to the job description and the nature of the job, will bring the person into regular, direct, personal and possibly individual contact with children.

If an applicant is from outside the UK, or has lived outside the UK within the last five years, then alternative vetting procedures may be required as detailed later in this section.

A CRB Enhanced Disclosure falls under the umbrella of the ECB enabling this body to review any recorded offences and whether or not an applicant is on one of the barred lists. Naturally the ECB will take into account the Rehabilitation of Offenders Act 1974 and only consider offences which are relevant to the care, supervision and training of children.

The ECB is not allowed to tell our Club or County Board about the actual offending and so applicants can be assured of confidentiality. The ECB will however tell the Club and County Board whether or not the person is considered suitable to work with children.

### **All applications for CRB Disclosures are co-ordinated by the Club Welfare Officer.**

Asking an individual to complete a CRB Disclosure application form is the first stage of the CRB Disclosure Process and that the outcome of the application will be sought from the County Cricket Development Manager, County Welfare Officer or the ECB Child Protection Team before offering the position to the applicant

### **Post Recruitment**

In the case of volunteers as a policy we will always adopt certain follow up procedures that might include:

- Any qualifications should be substantiated, for example, requesting photocopies of coaching certificates
- New volunteers will be made aware of, and sign up to, the club's child protection policy and procedures, best practice guidelines and codes of conduct.
- That any training needs are established and actioned
- A statement of the roles and responsibilities of the new volunteer is prepared
- Initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer.

**Background checks are undertaken on any individual who works, either in a paid or volunteer capacity, with children.**

# **ECB List of Posts which require Vetting Checks (CRB Checks)**

The under mentioned list has been developed as guidance by the ECB for certain posts. **However it is to be at the Club Welfare officer's discretion as to when a full enhanced CRB is required, though as a minimum the under mentioned list will be applied.** These applications must be accompanied by a covering letter explaining the club's decision.

| ROLE AT THE CLUB             | CRB CHECK<br>ALWAYS REQUIRED | CRB CHECK<br>AT DISCRETION OF<br>CLUB ASSESSOR | COMMENTS                         |
|------------------------------|------------------------------|--|----------------------------------|
| Welfare Officer              | Yes                          |  | All Club / League / County posts |
| Coach<br>[Volunteer or Paid] | Yes                          |  |                                  |
| Assistant Coach              | Yes                          |  | If regularly assisting           |
| Coaching Coordinator         | Yes                          |  |                                  |
| Umpire /scorer               | Yes                          |  |                                  |
| Colts Manager                | Yes                          |  |                                  |
| Club Captain                 | Yes                          |  |                                  |
| First Aiders                 | Yes                          |  |                                  |
| School liaison Officer       | Yes                          |  |                                  |
| Chairman Junior Cricket      |                              | Yes  |                                  |
| Ground Staff                 |                              | Yes  |                                  |
| Bar Manager and staff        |                              | Yes  | If regularly unsupervised        |
| Tea Lady                     |                              | Yes  | If regularly unsupervised        |

## **Overseas Criminal Record Checks**

Should we take on an overseas player or give employment to a person from a different country we will ensure that a check is made in that party's country. CRB website provides details and the ECB Child Protection Team give guidance. Overseas checks will be undertaken on British passport holders who have lived abroad in the past 5 years.

An ECB Overseas Vetting Form must accompany any overseas check submitted to the ECB. Overseas checks must be organised before the individual arrives in the UK whenever possible.

Overseas checks are done purely for the role being undertaken by the individual. All visitors to the UK coming through the Tier 5 cricket route of immigration must be vetted as part of the process.

If a visitor to the UK has come through an alternative immigration route but they intend to offer coaching services, they must also complete the vetting process.

## **Aspects that require the constant monitoring of the Cricket section**

### **Umpires and Scorers**

Umpires and Scorers are usually organized through a regional or league appointment panel. However, as a Club when appointing an Umpire and / or Scorer for their games involving children, it is the Cricket Sections responsibility to check that the Umpire / Scorer:

- is qualified; is covered by relevant current insurance
- is a member of the ECB Officials Association or the Association of Cricket Umpires and Scorers
- has been through an appropriate recruitment process
- has been through the vetting process with the ECB to check his/her suitability to work with children in cricket
- agrees to abide by the Code of Conduct for Members and Guests whilst umpiring / scoring.

**Confirmation that this has been undertaken has to be submitted to the Club Welfare Officer with supporting documentation**

# **Guidelines on supervising children at cricket sessions**

When planning cricket or general sessions there must be sufficient adults present to adequately supervise all of the participants and manage any incident that may arise.

It is a basic requirement of all sessions and matches involving children that in all circumstances there will always be a **minimum of two responsible adults present**.

It is the duty of all our sport sections to plan accordingly and coaches must feel confident in raising concerns if they find themselves placed in a position where they have been expected to work alone and unsupervised.

## **In matches we must have at least 2 adults present and responsible for the team.**

The ECB provides two different sets of ratios which relate to working with children and it is vital that 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**

As a club we must comply with the ECB Coaching recommendations which details 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.**

### **Supervision Ratios**

Supervision ratios relate to managing groups of children and ensuring that there are sufficient adults present to deal with any issue or incident that may arise. In the case of single sex groups, there must be at least one same gender adult member. 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.**

We expect our sporting sections to also factor in any further issues that a risk assessment of the facilities may have highlighted that are particular to that venue.

The supervision ratios that must be adhered to as a minimum are as follows:

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

In this scenario an adult is viewed as a person over the age of 18.

NB if any of our young members have participated in the ECB course “Cricket Young Leaders Award” cannot be construed as qualifying to supervise.

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

The tips below are therefore provided from the ECB’s Sports Science Home Study Pack:

Coaches, Managers and Umpires are encouraged to:

- Ensure that regular intervals for drinks are arranged, particularly in matches of more than twenty overs per innings or in hot weather. Avoid waiting for children to say that they are thirsty before planning a drinks break as thirst is an indication of dehydration
- Plan drinks breaks in practice sessions and matches every 20-40 minutes on warm sunny days (This may sound excessive when first read, but on hot days players can need up to 2 – 3 litres each to stay fully hydrated.)

Sports Sections should note that further details regarding keeping players hydrated can be found in the Sports Science Home Study Pack of the ECB UKCC Level 2

### **Facilities and Venues used for children's cricket**

It is the Health & Safety Officer's responsibility to ensure that the club has undertaken an adequate risk assessment on all club facilities and venues. This rule does not include away match venues for leagues but should include facilities and venues that will be used on tours. **It remains the responsibility of all sporting sections duty to bring to the attention of the Health & Safety Officer and equipment or scenarios that give them concern**

The above includes using indoor facilities for training, there may be a generic risk assessment available. However it is the club's responsibility that the venues and facilities are fit for purpose.

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

Outcomes of the risk assessments may have an impact on the session planning or coordination of junior club training or matches and so it is important that risk assessments are done ahead of use and are updated on an annual basis or if changes to the facility have taken place.

# **ECB guidance on the wearing of cricket helmets by young players**

As a club we will comply with the ECB 2000 safety guidance notes on the wearing of helmets by young players up to the age of 18. In brief, the guidance recommends that:

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

Our Cricket Section recognize that the wearing of helmets by young players is now standard practice in cricket throughout England and Wales. All helmets should be seen to comply with British Standard (BS7928:1998). Wicketkeeper Face Protectors are covered by a new British Standard (BS 7928 – 2:2009).

In the event that new helmets are required an approach should be made to the Management Committee of the Club.

**NB As a Club all juniors will wear helmets irrespective of the fact that a parent might have given authority to the contrary**

The above 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. **We ask our coaches and volunteer adults to take all reasonable steps to ensure that this guidance is followed.**

## **ECB Fielding Regulations**

- 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 Fast Bowling Directives**

As a Club we abide by the ECB Fast Bowling Directives designed to raise awareness of the need to nurture and protect our young fast bowlers through their formative years. It relates to all competitions at U19 level and below as well as all Premier League matches.

## **Injury prevention for fast bowlers**

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

It is the duty of coaches and volunteers 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:**

Overbowling is the most common cause of back injuries in this country. Evidence suggests that much of the damage occurs early in the playing career, and 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, as a club every attempt is made to keep the amount of bowling within reasonable limits. We remain mindful of the Directive issued by the ECB re sensible playing and training levels.

### **Directives for Matches:**

| <b>AGE:</b> | <b>MAX OVERS PER SPELL</b> | <b>MAX OVERS PER DAY</b> |
|-------------|----------------------------|--------------------------|
| 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:**

| <b>AGE:</b> | <b>MAX BALLS PER SESSION</b> | <b>MAX SESSIONS PER WEEK</b> |
|-------------|------------------------------|------------------------------|
| 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          |

We adhere to the recommendation that in any 7 day period a fast bowler will not bowl more than 4 days in that period and for a maximum of 2 days in a row. Equally we acknowledge that 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 that he bowls the next over that he legally can from the other end. If this does not happen his spell is deemed to be concluded.

If play is interrupted for 40 + minutes, whether scheduled or not, the bowler can commence a new spell immediately. If however the interruption is less than 40 minutes the spell can only be up to the maximum number of overs appropriate for that 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.

Once a bowler covered by these Directives has bowled in a match he cannot exceed the maximum number 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.

### **Guidance re Nets:**

#### **Outdoor:**

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

#### **Indoor:**

As a Club we do not support the practice of intense training period at the end of season and Christmas.

We remain conscious and our Cricket Section will always consider the risk of practicing on hard surfaces as emphasized by the under mentioned table produced by the ECB From this it will be seen that concrete offers 0% force absorption whereas grass can offer up to 75%.

### **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 |

#### **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 can be found in the 'ECB Coaches Manual'.

#### **PHYSICAL PREPARATION:**

Our Cricket Section will work with the coaches to create a well structured, cricket specific training programme designed to develop and maintain the strength, endurance and flexibility required for fast bowling.

It is recognized that bowlers should WARM UP and STRETCH thoroughly before bowling and training, and should WARM DOWN and STRETCH afterwards. This helps to reduce the chance of an injury occurring.

#### **EQUIPMENT:**

We view it essential that parents/guardians are made aware that to minimize the risks their child be provided well-fitting, cushioned boots or shoes and if required, absorbent insoles.

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

**As a club we expect the Cricket section to adhere to the under mentioned guidelines.**

1. To ensure that the player's safety, personal development needs and overall cricket experience are considered.
2. There is no definitive age, but our coaches/managers should determine each case on their ability and stage of cognitive and emotional maturity to take part at this level. **No junior cricketers under the age of 13 can play in open age group cricket.**
3. ECB Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in open age group cricket.
4. Our Cricket Section will provide an opportunity for players to show their talents and be supportive at all times ensuring plenty of praise and encouragement.
5. We view it essential that we try to involve them in all aspects of the game, i.e. socializing, team talks, practice, decision making etc.
6. We applaud and welcome parental/guardian support as young people often feel more comfortable if they have a family member or friend playing in the side.

# **ECB Guidance for Coaches Working with Children**

**NB to a very large extent the same note can be used for all personnel or volunteers assisting with the junior section and our regulations and rules also apply to those that might use our facilities to give private coaching**

Coaches have a vital role to play in safeguarding children in cricket. As a Club we aim to adopt the under mentioned guidance which is intended for all those involved in coaching whether they hold coaching qualifications or not.

## **Promoting Good Practice**

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

We ask all coaches and volunteers to firstly address aspects associated with general good practice.

- Ensure that cricket is fun, enjoyable and fair play is promoted.
- Treat all children equally, with respect and dignity.
- Be a role model – no smoking or drinking alcohol whilst coaching.
- Always put the welfare of children first, before winning or achieving goals.
- Work in an open environment – avoid being alone with a child - encourage open communication with no secrets.
- Build a balanced relationships based on trust.
- No sexual relationships with 16-17 year olds in your care.
- Do not tolerate acts of aggression.
- Recognise their needs / abilities; avoid too much training or competition.
- Give positive and constructive feedback rather than negative criticism.
- Where physical contact is required, always consult and gain agreement.
- Keep up-to-date with technical skills, qualifications and insurance.
- Mixed sex teams always accompanied by a male and female member.
- Maintain record of child's medical condition that could be aggravated whilst playing or training.
- Maintain a written record of any time a child is injured in your care, along with details of any treatment provided.
- Promote good sportsmanship.
- **NEVER**
  - ❖ Spend excessive amounts of time alone with children.
  - ❖ Take or drop off a child at an event
  - ❖ Take children to your home or accompany them when they will be alone with you
  - ❖ Engage in rough, physical or sexually provocative games
  - ❖ Share a room with a child
  - ❖ Tolerate behaviour that affects their self esteem
  - ❖ Allow children to use inappropriate language.
  - ❖ Allow allegations made by a child to go unchallenged, unrecorded or ignored.
  - ❖ Shower with a child.

## **Practical Coaching Guidance on Physical Contact**

As a Club we urge our coaches/Managers to always conduct coaching sessions with at least one other adult present always remembering that there is potentially a multi-cultural mix of children from different ethnic and religious backgrounds, children who may be on the Child Protection Register or 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.

If any child is not comfortable with physical contact it should be made clear that they can make their feelings known privately to the adult.

We remind our coaches and managers that children can stereotype people by their appearance. Never touch a child inappropriately. As a responsible adult 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

### **Physical contact should always be intended to meet the child's needs NOT the adult's.**

- ❖ If a child becomes injured and the injury requires the child to be carried to a place of treatment, always seek support from another adult.
- ❖ Any first aid administered should be in the presence of another adult
- ❖ If a child is uncomfortable in any way with physical contact, stop.
- ❖ 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, e.g. in changing rooms, showers, or on a minibus.
- ❖ Never help children dress in cricket equipment unless they request this and genuinely require assistance.
- ❖ • 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 use a parent's mobile telephone number.

Coaches and volunteers are reminded that if any of the following incidents take place, you MUST report them to the Club Welfare Officer and make a written note of the event using the 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 equally be a number of reasons where a coach or volunteer finds it necessary to report a concern including:

- In response to something a child has said.
- 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 guardian.
- In response to bullying.
- Observation of inappropriate behaviour.

**In addition to the above, all Club Officers and Appointed Volunteers will:**

- Have been appropriately vetted if required, before taking on their role
- Hold relevant qualifications and be covered by appropriate insurance
- Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
- Inform Players and Parents of the requirements of Cricket and all sport played.
- Know and understand the ECB's "Safe Hands – and policy for Safeguarding Children"
- Develop an appropriate working relationship with young players, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the Young Player's full consent and approval.
- Not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines which recommend the principle - "People in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care"
- Attend appropriate training to keep up to date with their role and especially with respect to the Safeguarding of young people.

# **Codes of Conduct**

The Horley Cricket & Hockey Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and be encouraged to share any concerns or complaints that they may have about any aspect of the club with our Club Welfare Officer whose details are posted on the Club Notice Board.

Our first priority is for all members to feel part of the club and to enjoy participating in its sports and social life always acting in a polite and friendly manner.

As a club we want to respect the views and wishes of all members but equally we expect them to comply with their Code of Conduct as detailed below.

We want members to feel empowered by the ability to voice their own opinion of what they feel is acceptable behaviour. Our Management Committee and the Club Welfare Officer are asked to act as facilitators amending our current Codes of Conduct when deemed appropriate.

**Copies of our Codes of Conduct relevant to all members and guests can be found on all suitable notice boards in dressing rooms and in club areas. (See Appendices 4,5,6)**

# **Guidelines on the use of Player Profile Forms**

Player profiles forms (see appendix 7) enable those responsible for children to have the information they need to deal effectively with any emergency situation that arises. Whilst the information obtained on these forms must be treated as confidential (and only be given to those who need it to fulfil a duty of care for the child), it is also of critical importance that the information is readily to hand at sessions and matches.

In our club this is further enhanced through our practice of issuing profile cards to our Managers which specifically provides contact details and at the same time detail any health issues that a Manager/Coach should be aware of.

The Junior Section Management of each sport should determine the information about players that they wish to collect on a player profile form. The Club Profile form is scheduled below.

**Player profile forms should be destroyed at the end of every season, either as players leaves or on receipt of updated information for the new season.**

# **Anti-Bullying Policy**

## **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our young people 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, the young person 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.
- Physical: pushing, kicking, hitting, punching or any 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 internet, such as email and internet chat room misuse.

## **Why we view it Important to respond to Bullying?**

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

As a Club we believe that we have a responsibility to respond promptly and effectively to issues of bullying.

**Bullying will not be tolerated.**

To assist our membership we schedule below possible signs and symptoms of Bullying

## **Signs and Symptoms of Bullying**

A young person may indicate by signs or behaviour that he or she is being bullied. As adults we should be aware of these possible signs.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ changes their usual routine</li><li>○ becomes withdrawn anxious, lacks confidence</li><li>○ has possessions which are damaged or "go missing"</li><li>○ has unexplained cuts or bruises</li></ul> | <ul style="list-style-type: none"><li>○ is unwilling to go to the club</li><li>○ comes home with clothes torn or belongings damaged</li><li>○ asks for money or starts stealing money (to pay bully)</li><li>○ is frightened to say what's wrong</li></ul> |
|---|--|

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

# **Anti-Bullying Policy (cont)**

## **Club Procedures**

1. Report bullying incidents to the Club Welfare Officer.
2. In cases of serious bullying, the incidents will be reported to the relevant sporting Child Protection Team for advice via the County Welfare Officer
3. Parents should be informed and will be asked to come in 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 relevant sporting body will always be informed who 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 discussions about bullying and why it matters.

# **Club Policy on Changing Rooms and Showering Facilities**

As an ECB affiliated cricket club we continue to strive to work within the best practices and guidance framework for Changing Facilities. Such guidelines apply to adults and children sharing facilities. Our current facilities are restrictive however these short comings will when possible be built into future development plans.

We endeavour to work to the following principal:

Wherever possible, we work on the basis that adults must not change or shower at the same time using the same facility as young people.

By selective use of the Squash Club Changing Room we encourage Juniors to change in this room and thereafter to transfer their clothes to the main changing Rooms during the match.

If the Squash Changing Room is not available for use then we all senior players to try to change at separate times to children during matches.

If as can be the case adults and children need to share a changing facility we will secure from the parents a consent from that their offspring can share a changing room with adults. (See appendix 8)

It is our policy that Parents must be informed of the Club's policy on changing arrangements.

Currently we do not have mixed gender teams however this can be overcome by selective use of the female squash players changing facilities.

All players are reminded that mobile phones must not be used in changing rooms.

If a young person is uncomfortable changing or showering at the Club, no pressure will be placed on them to do so, but rather we will encourage them to do so at home.

# **Club Policy on the taking of photos and Videos of Young People playing sport**

We are keen to promote positive images of children playing Cricket and other sports and generally do not wish to prevent the use of photographic or videoing equipment. However we are very mindful of the concerns of parents/guardians in this respect, and can confirm that it is our club policy that photographs / images will not to be taken at matches or training without the prior permission of the parents/guardian.

We would stress that this permission can be given by proxy by the coach of each team only after parental consent for this has been granted. Our Team Managers and Coaches are aware that they must arrange this prior to attending matches.

If no consent has been given on the player profile form, then it this will be made known to the relevant person of the other team (e.g. Coach / Team Manager). In so doing the opposing Manager can tell the appropriate person/s taking photos for the other team to avoid taking photos of that particular young person.

We should stress that it is not our wish to prevent Parents from taking pictures of, or filming their children as we recognise that these are normal family practices and help mark milestones in a child's life. However to cover our best practices and policy we will require the parents/guardians consent as detailed on the players profile.

We ask Parents and members to be alert for anyone taking inappropriate or intrusive photography as should this arise it should be immediately reported to the Team Coach who will submit a report to the Club's welfare Officer.

We are currently in the process of constructing a new Club web site which will have the facility to show team photos and such like, naturally no picture will be shown on this new site without the permission of Parent / Guardian and young person concerned, and at no time will the picture be allowed to detail the party's name. Naturally all such pictures will show the young person in the relevant sporting gear.

At this time it is not the practice of this club to take videos of young people in training to assist them in technique, but were this practice to be reversed then plainly we would seek the parent /guardians permission before taking such shots.

## **Club Policy on transport to and from matches and training for Juniors**

At the start of each season our team managers will convene a meeting with parents /guardians at which details of all planned away fixtures will be provided thereby enabling them to make appropriate arrangements for travel.

Whilst our coaches and Managers are responsible for the young people in their care when on the Club premises or on arrival at opponents' cricket grounds, it is not their responsibility to transport, or arrange to transport, the children to and from the Club or match.

Here again we ask that all parents and guardians pay heed of the player's profile page which requests their permission for their child to participate in all competitions and away fixtures / events.

In all cases the Club's ground will be deemed the pick up point and drop off point.

## **Club Policy on Managing Juniors under the age of 18 away from the Club**

Currently we do not partake in overnight trips however we believe that our policy paper covers many aspects associated with Child Protection and transport. Whether or not we did embark on such a tour, the fact remains that 50% of matches are away and therefore we expect Team Managers and Coaches to take the following into consideration

Establish and communicate with the parent guardian giving details as to

- Why the trip is planned – it's reason / purpose.
- When the trip will take place – date, times including time of departure and estimated time of return.
- Where the trip is to – destination, venue
- Meeting points – at the home and/or the away venue as appropriate.
- Staffing arrangements – Name and contact details for the Team Manager responsible for the trip
- The name and contact number or person acting as the Club's Home Contact. This party should hold a current CRB. The Home Contact individual should be provided with the following data:
  - The names of the players and staff on the trip,
  - Emergency contact names and phone numbers for each of the above persons
  - Details of any medical or physical needs any of these persons may have
  - Contact numbers for the staff which can be used whilst the staff are on the trip
  - Telephone numbers for the Police local to the home club
- Kit / equipment requirements
- Cost implications – i.e. competition fee, spending / pocket money, any cost of transport.
- Arrangements for food and drink.

We expect that the Team Manager to determine the staffing levels and secure the necessary volunteers always being mindful of Child Protection issues (e.g. CRB checks).

We believe that it is essential that all parties concerned should be made aware of their responsibilities and given the Club's duty of care should be put through an induction course relating to the club's safe Hands Policy.

Prior to any meeting with Parents we expect the Team Manager to have Identify suitable venues and accommodation. This should be undertaken in conjunction with the Club Health & Safety Officer to -enable an effective risk assessment to take place.

Naturally we expect our Team Managers to secure accommodation that is clean and tidy with access to sufficient bathroom and toilet facilities. It is NOT acceptable for players to share a bed nor for players of vastly different ages to share a room. Staff will NOT share a room with a player.

## **Club Policy on Managing Juniors under the age of 18 away from the Club (Cont)**

When undertaking the Risk Assessment, care should be taken to ensure that on televisions in the bedrooms it is not possible to access inappropriate programmes.

Other aspects that we expect Managers to consider are as follows:

- Check the accommodation policy for extras on bills, breakages and lost keys
  - Ongoing and continuous access to First Aid Equipment
- Ensure that the needs of player's with disabilities are met.
- Check that staff rooms are conveniently placed to give close access to players.
- Discuss the club's code of conduct and discipline policy
- Ensure that all dietary requirements are catered for
- Prepare an itinerary giving as much detail as possible
  - The duration of trip
  - Details of accommodation, address, Tel.No.
  - The names of cricket staff and adults accompanying party
  -
- Codes of conduct for both Staff and Players
- Emergency procedures and telephone contacts
- Details of transport
- Team Managers should also take with them copies of the player profiles which should remain under lock and key, however before departing the data should be checked with the parents/guardians.

We would expect the Team Manager to convene a Team Meeting so that the players and parents can be briefed accordingly and so that questions may be answered such as what clothes should be taken etc.

# **Policy re Missing Person**

Naturally we always hope that we will not be faced with such an occurrence; however we schedule below some guidance that Managers should adopt at the time to assist in the organization and to avoid panic.

- Firstly place all other children in responsible care allowing you time to organize a search.
- Whether or not the child's parents or guardians are present at the event ensure that they are advised giving reassurance that steps have been taken to locate the child. It should be recognized that in this age of mobiles the child concerned may well phone their parents for comfort.
- Organise a planned search allocating areas to responsible adults
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Nominate one person to remain in a central point to co-ordinate and take messages from the searchers
- Contact the Police no later than 20 minutes after the disappearance is noted.
- Once child is located ensure all adults are informed immediately including the police.
- All missing incidents must be notified to the Clubs Child Welfare Officer who in turn will notify the County Welfare Officer.

## **Appendix 1**

# **HORLEY CRICKET & HOCKEY CLUB**

## **Incident Reporting Form (part 1)**

|  |               |                           |
|--|---------------|---------------------------|
| Name of child  | Date of birth | Sex of child              |
| Parent/Guardian name   | Home address  | Home telephone            |
| Your name  | Your position | Time and Date of Incident |
| Are you reporting your own concerns or responding to concerns raised by someone else?  |               |                           |
| Please provide details of the incident or concerns you have including times, dates or other relevant information (such as a description of any injuries / whether you are recording fact, opinion or hearsay): |               |                           |
| Please provide details of the child's account, if it can be given, of what has happened and how:   |               |                           |

# **HORLEY CRICKET & HOCKEY CLUB**

## Incident Reporting Form (part 2)

|   |                            |   |
|---|----------------------------|---|
| Name of person alleged to have caused incident  | Address of party concerned | Age or approximate age of party concerned |
| Name of any witness   |                            | Contact details of witness                |
| Have you spoken to the Parents? If yes, please provide details of what was said:  |                            |   |
| Have you spoken to the child? If yes please provide details of what was said:   |                            |   |
| Have you spoken to the person the allegations are being made against?<br>If yes please provide details of what was said:<br><b>If no, please do not approach them</b>   |                            |   |
| <b>Data protection</b><br>The Club, the relevant County Board(s) and the England and Wales Cricket Board Limited ( <b>ECB</b> ) will each use the information in this form (together with other information they obtain as a result of any investigation) (together " <b>Information</b> ") to investigate the alleged incident, to follow the Safe Hands – Cricket's Policy for Safeguarding Children and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant Clubs and County Boards, individuals that are the subject of an investigation and/or governmental authorities such as the police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation. |                            |   |
| <i><b>As the person completing this questionnaire you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</b></i>   |                            |   |
| Your signature:   | Date                       | Time:                                     |

The contents of this report should be passed to the Club Welfare Officer

Please mark the envelope Private and Confidential

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.

## **Appendix 2**

# **HORLEY CRICKET & HOCKEY CLUB**

## **Job Application Form**

|   |  |                |
|---|--|----------------|
| Full Name:  | Age:   | Date of Birth: |
| Address.  |  |                |
| Post Code   |  |                |
| If you have moved within the past 3 years please give previous address  |  |                |
| Post Code   |  |                |
| Position applied for  |  |                |
| Please schedule below previous employments and dates  |  |                |
| Name and address of referee   | Name and address of previous employer to whom we may seek a reference. |                |
| You will understand that being a family club, totally integrated into our community, we view Child Protection as a very serious issue, accordingly we should be grateful to receive your co-operation in answering the following questions:   |  |                |
| <b>Do you have any convictions, bind overs or cautions to disclose</b>  | <b>YES / NO</b>  |                |
| Please recognise that your application for the position in question will not necessarily be declined if you have a criminal record; our Selection Committee will consider the individual circumstances in line with our Club's Vetting Policy |  |                |
| <b>Are you or have you ever been, any of the following?:</b>  | <b>YES / NO</b>  |                |
| • the subject of any police investigation and/or prosecution in the UK or any other country?  |  |                |
| <b>If you have answered YES to either of the above, please provide us with details on a separate piece of paper and submit with your application</b>  |  |                |
| Signed  | Date   |                |

### Appendix 3

## HORLEY CRICKET & HOCKEY CLUB



The Pavilion  
Horley Row  
Horley  
Surrey  
RH6 8BG

Tel: 01293 784097

Date

Dear

**Re Name of applicant and address of applicant**

The above named person has applied to the club to become a (**detail the job title**) and has provided us with your name as a possible referee.

Given the above, we should be grateful if in confidence you could provide us with a letter setting out your views as to the applicant's suitability for the work involved. When replying could we ask you to state how long you have known the applicant and in what capacity.

The role involves access to children. As an organisation committed to safeguarding children, we are keen to gather references and to know whether you have any concerns about the applicant's involvement with children.

If you are willing to complete the rest of this reference any information you share will be treated in confidence in accordance with relevant legislation.

Do you think this person is suitable to work in a club that is committed to give a safe environment for children to partake in sport? Please circle your answer      Yes      No

If yes, could you comment on their skills, ability and relationships with children?

If no, can you say why?

Please tick the relevant boxes:

- Able to stay calm with children
- Able to motivate children
- Coaching skills
- Administrative ability
- Trustworthiness
- Reliability
- Honesty

| Poor | Good | Excellent |
|------|------|-----------|
|      |      |           |
|      |      |           |
|      |      |           |
|      |      |           |
|      |      |           |
|      |      |           |
|      |      |           |

We thank you for your assistance in this matter and enclose a stamped addressed envelope for your use.

Kindest regards

Yours sincerely

Horley Cricket & Hockey Club

## **Appendix 4**

# **HORLEY CRICKET & HOCKEY CLUB**

### **The Code of Conduct**

Members are reminded that the Horley Cricket & Hockey Club is a Private Club, built up over the years by the Members for the benefit of all Membership, the object of The Club being the promotion of cricket, hockey, squash and other games.

This is your Club and it is up to you to ensure that it continues to progress, and that no person is allowed to degrade or damage the property or interests of the club.

Members are expected to comply with the rules of the Club which are made for the benefit of all Members. If a rule conflicts with your own personal interests it must be remembered that the wish of the majority is paramount.

The Management Committee is a voluntary body elected by the Membership at the Annual General Meeting each year, and their commitment to the Club and the Membership should be respected for that. It should always be remembered that the Management Committee's decisions are made for the benefit of the Club in general and not for the convenience of the Management Committee.

Guests are the responsibility of the Member introducing that person/s and are expected to conform to the same standards as that expected of a Member.

Children in the Club are welcome but are subject to the Licensing Laws and must at all times be under the control of the responsible adult/s their behavior being considerate of others at all times.

Members are expected to ensure that their personal conduct and that of their guest/s is at all times of the highest standard both inside and outside the Club. They should never cause distress, embarrassment or inconvenience to others whether a Club Member or not.

#### **Obscene language and rowdy behaviour will not be tolerated.**

Abuse of Club property will be strictly dealt with.

When playing sport, Members are expected to comply with the dress code of that sport and additionally adhere to any defined Code of Conduct of the relevant sports section.

Within the Clubhouse appropriate dress must be worn at all times. The wearing of sleeveless vests, torn or dirty clothing, baseball hats and other similar headwear is not viewed to comply with that definition.

Failure to comply with the above Code of Practice will not be tolerated and may well culminate in the Member being asked to explain his/her behaviour to the Management Committee with the ultimate sanction being that the Member will be asked to resign their membership. The detail of this procedure is set out in Rule 17 "Conduct of Member"

Your compliance with the foregoing will be much appreciated by all, as we want this Club to continue to have the reputation of being a friendly family club within its immediate community.

Management Committee

## **Appendix 5**

# **HORLEY CRICKET & HOCKEY CLUB**

## **Code of Conduct for Spectators and Parents/Guardians**

We all have a responsibility to promote high standards of behavior in the game and I will

- ❖ Respect the rights, dignity and worth of every person within the context of Cricket and sport in general
- ❖ Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- ❖ Not condone, or allow to go unchallenged, any form of discrimination if witnessed.
- ❖ Display high standards of behaviour.
- ❖ Promote the positive aspects of Cricket and sport in general
- ❖ Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
- ❖ Actively discourage unfair play, rule violations and arguing with match officials
- ❖ Recognise good performance not just match results.
- ❖ Place the well-being and safety of children above the development of performance.
- ❖ Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
- ❖ Respect children's opinions when making decisions about their participation in Cricket
- ❖ Not smoke, drink or use banned substances whilst actively working with children in the Club
- ❖ Not provide children with alcohol when they are under the care of the Club
- ❖ Follow ECB guidelines set out in the "Safe Hands – Cricket's Policy for Safeguarding Children" and any other relevant guidelines issued
- ❖ Report any concerns in relation to a Young Person, following reporting procedures laid down by this club and the ECB.

Name of Parent/ Guardian.....

Signature..... Date.....

## **Appendix 6**

# **HORLEY CRICKET & HOCKEY CLUB**

## **Code of Conduct for Junior members**

As a junior member of the Club I recognize that I am bound by the Junior Club rules and am expected to:

- ❖ Show respect for our fellow members and guests.
- ❖ Play the game in a sporting way applauding good play and giving encouragement when needed.
- ❖ Display good standards of behaviour and always show respect to our opponents.
- ❖ Learn the laws of the game and always work within them in a sportsmanlike manner.
- ❖ Respect match officials and accept their decisions without question or argument.
- ❖ Respect my friends' views.
- ❖ Not to swear or use abusive language.
- ❖ Always try to keep to agreed timings for training and competitions or inform our coach or team manager if we are going to be late.
- ❖ Wear suitable kit for training and match sessions, as agreed with our coach/team manager.
- ❖ Pay any fees for training or events promptly
- ❖ Not to smoke on club premises or whilst representing the club at competitions.
- ❖ Not to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- ❖ Talk to someone I trust or the Club's Welfare Officer if I am unhappy with anything at my club

I agree to abide by the Code of Conduct and understand that if I do not follow the Code, the following action may be taken by my club

- ❖ Be suspended from training
- ❖ Be required to leave the club
- ❖ The club may make my parent or carer aware of any infringements of the Code of Conduct

Name.....

Date.....

## Appendix 7

# HORLEY CRICKET & HOCKEY CLUB

## Player Profile

Parent or Guardian of any player under the age of 18 to complete. Please note that it should also be signed by the player. Once completed please return this to the Club Secretary

**Data protection.** *The Club will use the information provided on this form (together with other information it obtains about the player) to administer their activities at the Club and to care for and supervise activities in which he/she is involved. In some cases this may require the Club to disclose the Information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.*

As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

| <b>Personal details of player and Parent or Guardian</b>   |                               |   |
|--|-------------------------------|---|
| Name of young person   | date of birth of young person | Name of Parent or Guardian                      |
| Home address   | Post Code                     | Email address                                   |
| Home telephone number  | Parent/Guardian work number   | Parent/Guardian mob. Number                     |
| <b>In the event of an incident or emergency situation, where a parent or legal guardian cannot be contacted, please provide details of an alternative adult who can be contacted .Please make this person aware that his or her details have been provided as a contact.</b> |                               |   |
| Name of Alternative  | Tel. No of Alternative        | Relationship of Alternative to the Young Person |
| <b>The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.</b>                              |                               |   |
| Do you consider this child to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                               |   |
| If yes, what is the nature of their disability?  |                               |   |
| <b>Medical Information</b>   |                               |   |
| Please detail below any important medical information that our Coaches need to know (e.g. allergies, medical conditions, current medication, special dietary requirements, injuries)   |                               |   |
| Name of Doctor/Surgery   | Tel.No. of Doctor             |   |

|   |                        |
|---|------------------------|
| <b>Consent Statement from Parent / Legal Guardian</b>   |                        |
| I confirm that I have legal responsibility for<br>and I am entitled to give this consent.   | (Name of Young Person) |
| I confirm that to the best of my knowledge, all information provided on this form is accurate, and that I will undertake to advise the club of any changes to this information.   |                        |
| I agree to the young person named above taking part in the activities of the club. (This consent only relates to JUNIOR Cricket, Hockey or Squash.)   |                        |
| <p><b>Medical consent:</b></p> <p>I give my consent that in an emergency situation, the Club may act in loco parentis, if the need arises for the administration of emergency first aid and / or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such an occurrence that all reasonable steps will be taken to contact me or the alternative adult which I have named overleaf</p> <p>I confirm that to the best of my knowledge, my child does not suffer from any medical condition other than those detailed overleaf</p>   |                        |
| <p>I confirm I have read, or been made aware of, the club's policies concerning</p> <ul style="list-style-type: none"> <li><input type="radio"/> changing / showering</li> <li><input type="radio"/> missing children</li> <li><input type="radio"/> transport</li> <li><input type="radio"/> children playing in adult matches</li> <li><input type="radio"/> photography / video</li> <li><input type="radio"/> Anti bullying and the code of conduct</li> <li><input type="radio"/> managing children away from the club</li> </ul> <p>I understand and agree to the responsibilities which I and my child have in connection with these policies.</p> <p><input type="checkbox"/> I consent to the Club photographing or videoing my child's involvement in cricket under the terms and conditions in the Club photography / video policy. [NOTE: THIS BOX SHOULD BE LEFT UNTICKED IF YOU DO NOT AGREE]</p> <p>I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate</p> |                        |
| Signed (Parent / Legal Guardian):   | Date of signing:       |
| Printed name of Parent / Legal Guardian who has completed this form:  |                        |
| <p><b>Consent of Young Person In connection with Club Photography / Video Policy</b></p> <p>(For players aged 12 – 18)</p> <p>Please delete where appropriate*</p> <p>I consent/ do not give my consent * to the Club photographing or videoing my involvement in cricket under the terms and conditions in the Club photography / video policy.</p>  |                        |
| Signed (Young Person if 12 years or older):   | Date of signing:       |

## **Appendix 8**

### **Draft of Authority Letter to be signed in all cases where a junior is to play for a Senior Team**

Name of Parent/Guardian  
Home address  
Tel: no

To the Club Captain  
Horley Cricket Club  
The Pavilion  
Horley Row  
Surrey

Dear Sir

#### **Authority re the use of changing/showering facilities when playing for a Senior Team of the Club**

As the parent/guardian of \_\_\_\_\_ I hereby confirm that I have read the club's policy on changing and showering facilities and now write to confirm that in the event that \_\_\_\_\_ is selected to play for a Senior Team I will have no objection to him changing and showering with the rest of the team should either the club's or the opponent's facilities be so restrictive to allow him to change and shower separately.

I further confirm that I have read the Club's Policy Paper on this subject.

Signed

Date

CC to Club Secretary and Club Welfare Officer