

# The 'Safe Hands Safeguarding Kit Bag'

The "Safe Hands" Safeguarding Kit Bag is designed to assist clubs in fulfilling their duty of care to junior members of the club and other children who visit, or use, club facilities.

The ECB has produced a list of requirements which demonstrate this duty of care, and help clubs adopt, and implement, the ECB's "Safe Hands" Policy.

ECB guidance on these requirements and, where appropriate, sample templates can be found in this Kit Bag. It also contains guidance for coaches, and others who work with children, on suitable behaviour and practice with children.

When using this Kit Bag it is advisable that the Club Welfare Officer (Club WO) follows a standard process to consider the guidance and then create and implement, the policy at the club.

## **Recommended process:**

- Guidelines should be discussed with the committee and a list made of all those who need to be aware of, or trained, in each area. Where possible, this activity should be recorded in the committee meeting minutes
- The training of relevant persons can be done by the person the committee deems to be most appropriate. It does not have to be done by the Club WO, though it is recommended they are involved
- As part of the training, a written copy of these ECB guidelines must be given to each person trained. Where possible it is good practice for a copy of the guidelines, or policy, to be placed on the club notice board

## **In this Kit Bag you will find:**

ECB guidance on creating an individual club safeguarding policy statement, including a sample club safeguarding policy statement template

ECB guidance on responding to, recording and reporting concerns which might arise either within or outside the club, including an ECB incident reporting form template

A useful safeguarding contacts list

The ECB whistle blowing policy

ECB guidance on appointing and training a Club Welfare Officer

ECB guidelines on appointing appropriate volunteers and/or paid staff, including:

- ECB list of posts which require vetting checks
- ECB non UK resident vetting form template
- ECB reference form template

Safeguarding in the game guidance, including:

- ECB guidelines on supervising children at cricket sessions
- ECB guidance on wearing cricket helmets
- ECB fielding regulations
- ECB fast bowling directives
- ECB guidelines for junior players in open age cricket
- ECB guidelines on girls playing in boys age group leagues and competitions

ECB guidance for coaches working with children

ECB guidance for all staff and volunteers working with children

ECB guidance on safeguarding disabled children in cricket

ECB guidance for Codes of Conducts, including:

- ECB code of conduct for members and guests
- Producing a code of conduct for children

ECB guidelines for the following:

- Player profile system – enabling adults to exercise their duty of care in an emergency situation, including a player profile form template
- Sample 'anti-bullying policy' and procedures for dealing with bullying
- Changing rooms and showering
- Photography, video and the use of images (including press and website guidelines)
- Transport to and from matches
- Managing children away from the club
- Missing children
- Working with external partners (for example club personnel undertaking cricket activities in schools/for local authorities or similar, on a voluntary or paid basis)
- E-safety guidelines on communication and interactive technologies