

Responding to, Recording & Reporting concerns which might arise either within the club, or outside of the club.

Across the game of cricket, at all levels, 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”

This section of the Kit Bag outlines this step by step guidance. The following structures and procedures are ECB requirements, and they **MUST** be followed as written in all Clubs which are affiliated to the ECB.

Introduction

The protection and support of children in Cricket is of paramount importance to the ECB. The ECB has therefore 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, the ECB:

- Has appointed and trained a National Lead Child Protection Officer based at Lord’s Cricket Ground
- Has developed specific regulations and protocols relating to managing child protection referrals
- Has 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.

There are 3 steps involved in taking appropriate action. These are known as the 3 R's, and each is essential:

- **R**esponding to the disclosure / suspicion and / or allegation
- **R**ecording the relevant information
- **R**eporting the relevant information.

Each of these steps involved in taking appropriate action is covered in more detail below:

Throughout the entire process confidentiality is of critical importance.

The legal principle that the 'welfare of the child is paramount' means that the considerations which might apply to other situations within the organisation should not be allowed to over-ride the right of children to be protected from harm.

However, every effort must 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.

Step 1 Responding to Disclosure, Suspicions and / or Allegations

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

- Stay calm; do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Listen carefully to what is said
- Ask questions only where they are really necessary to clarify what you are being told. (always avoid asking leading questions)
- Keep an open mind – do not make assumptions or judgments, show disgust or disbelief
- Take the concern seriously
- Reassure the child & 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)
- Maintain confidentiality – only tell others if it will help protect the child

Never:

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

Step 2 Recording the Incident

Information passed to the ECB, Children's Social Care and / or the Police must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure / concern. The ECB Incident Reporting Form (which can be found in this Kit Bag) should be used wherever 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

Step 3 Reporting

Please remember this key point when reading this section:

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 ECB Reporting Structure

The principle strand of the "Safe Hands" Safeguarding Programme is provision of an appropriate mechanism to provide correct and comprehensive reporting procedures for concerns. The ECB has a reporting framework which operates on three levels.

- The primary level involves a Welfare Officer at local level such as in a club or league.
 - The role of the Club WO is explained elsewhere in this Kit Bag.
- Sitting above this 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

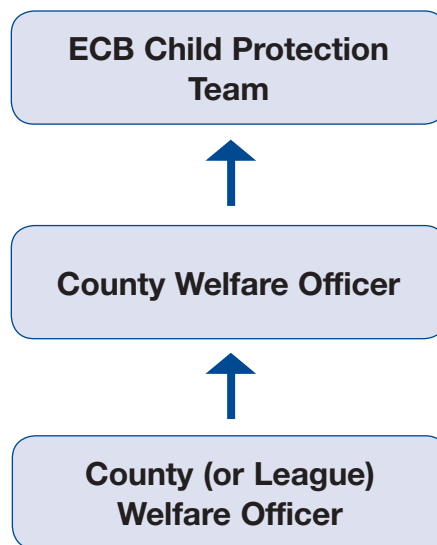
the CWO to monitor clubs and training provision on their behalf.

- **Sitting above the County Welfare Officer is the ECB National Child Protection Team. (CPT)**

- The CPT provides support, guidance and advice directly to CWOs, and works closely with the NSPCC Child Protection in Sport Unit to ensure all procedures and policies are up to date and appropriate for safeguarding children in sport. The CPT is responsible for the CRB Disclosure Process, investigating

incidents and if an incident arises the CPT will ensure all appropriate initial action has been completed and an appropriate investigation is undertaken if necessary. The CPT will advise on and assist liaison with, or referral to, the statutory agencies, i.e. Police, Children's Social Care etc. The CPT will also advise on any support needed for the child. The CPT is also able to deal with clubs who have failed to comply with procedures appropriately.

Reporting Procedures Inside / Outside Cricket



ECB Reporting Procedures

The matter needing to be reported may:

- a) be related to an incident within cricket,
- b) be related to an incident outside of cricket,
or
- c) be related to an incident which has occurred in connection with a PESSCL Strategy (PESSCL = PE & School Sport Club Links Strategy)

Each of these has its own reporting process, as outlined below:

It should be noted that very occasionally in exceptional circumstances a Club WO may need to make a report direct to the Police or Children's Social Care department.

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 must 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 must be confirmed in writing within 24-48 hours.

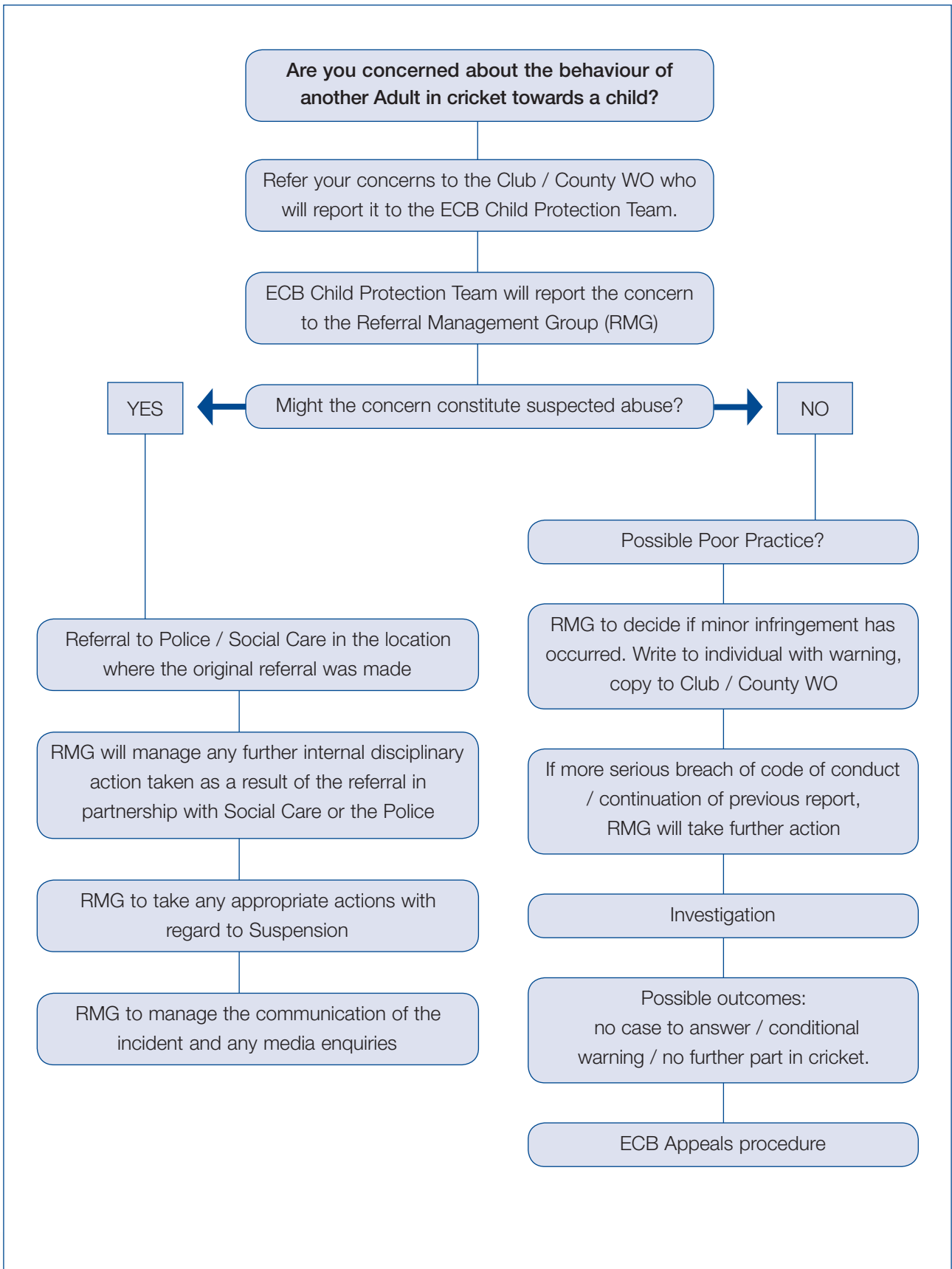
A copy of this information should be sent to the ECB Child Protection Team.

a) If the referral relates to an incident within Cricket:

inform the ECB Child Protection Team and explain the action taken to date.

The process for such referrals is as follows:

- Any person at or connected with a cricket club should report any concerns they have about the welfare of a child within cricket to their Club WO (or in an emergency direct to the Children's Social Care department or Police.)
 - If a Club WO has any concerns, or an incident or concern is reported to them, they must 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 must 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 must then
- The ECB Child Protection Team will, where appropriate, notify the local statutory agencies, and investigate the incident if appropriate.
 - The ECB Child Protection Team will notify the ECB RMG as required
 - The RMG will deal with any media enquiries and decide on any action required to suspend the individual involved, advised by the Children's Social Care or Police
 - 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



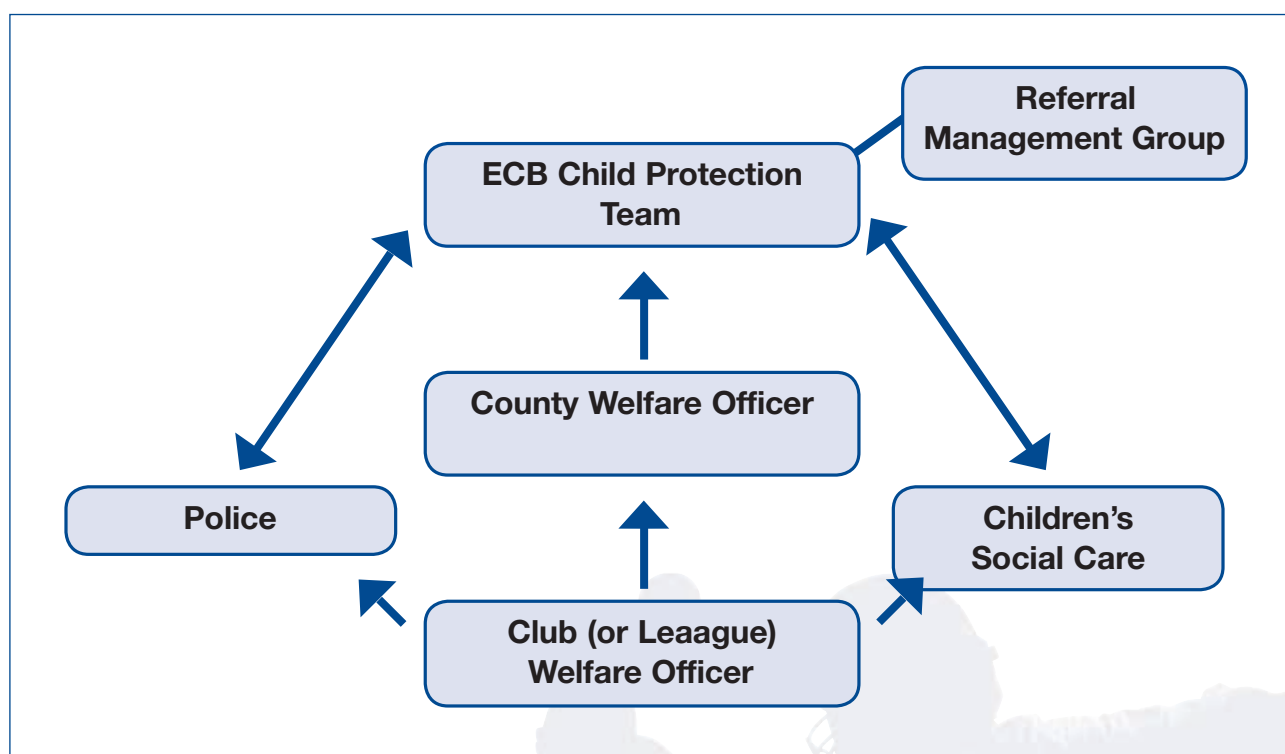
b) If the referral relates to an incident outside Cricket:

Any person who has concerns relating to incidents of child abuse or poor parenting skills regarding a Parent / Carer outside Cricket, 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. **No further action will be taken under ECB procedures unless requested to do so by the statutory agencies or until the statutory agencies have completed their enquiries.**

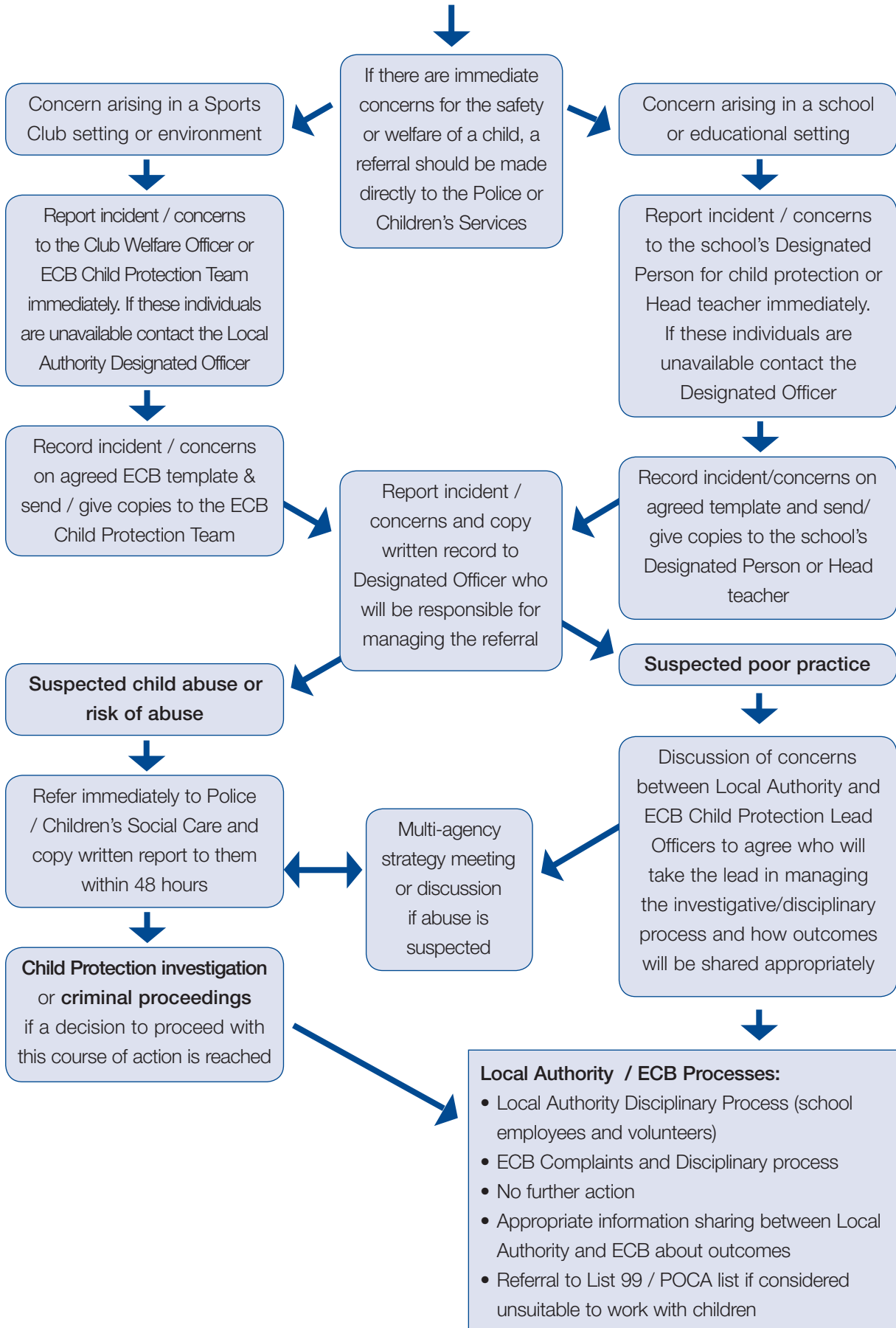


Incidents occurring in connection with an ECB / PESSCL Strategy

Please note that if a club is part of the National School Sport Strategy (also known as the Physical Education, School Sport and Club Links or PESSCL Strategy) then there is a specific reporting structure that must be followed for any concerns which arise for activities taking place under that programme. All Clubs that are part of the National School Sport Strategy will also be issued with a copy of the applicable reporting structures.

Details of this reporting structure can be found in the diagrams directly below, and in such situations, these will over-ride the normal ECB reporting flowchart.

Concern about a child's welfare or about an adult's behaviour identified within the ECB PESSCL setting



Flowchart for concerns about a child's welfare outside of cricket but involving a child within the ECB PESSCL Strategy

