

The “Safe Hands Safeguarding Kit Bag”

The “Safe Hands” Safeguarding Kit Bag is designed to assist clubs fulfil their duty of care to the junior members of the club and other children who visit or use the club facilities. The ECB has produced a list of requirements for all Clubs to demonstrate this duty of care and to assist clubs in the adoption and implementation of the “Safe Hands” Policy. ECB Guidance on these requirements and where appropriate, sample templates can be found in this Kit Bag. Additionally the Kit bag also contains guidance for coaches and others who work with children on suitable behaviour and practice with children.

When Clubs work with this Kit Bag it is advisable that the Club Welfare Officer follows a standardised process to consider the guidance, create and implement the policy at the club

Recommended Process / Activities

1. The guidelines should be discussed with the committee and a list drawn up of persons who need to be made aware of or trained in each area. Where possible, this activity should be 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 WO, though it is recommended they are involved.

3. 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.

The Kit Bag contains:

ECB Guidance on creating an individual Club Safeguarding Policy Statement

Instructions on responding to, recording and reporting concerns which might arise either within the club, or outside of the club

ECB Incident Reporting Form

Useful Contacts List

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 Overseas Vetting Form
- ECB Reference Form

Safeguarding in the game:

- ECB Guidelines on Supervising children at cricket sessions
- ECB Guidance on wearing cricket helmets
- ECB Fielding Regulations
- ECB Fast Bowling Directives
- ECB Guidance on selecting young players for adult matches
- ECB Guidance on Junior Cricketers playing adult matches
- 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 for Codes of Conducts

- ECB Code of Conduct for Members and Guests
- ECB Guidelines for producing a Code of Conduct for Children

ECB Guidelines of the following:

- Player profile system - to enable adults to exercise their duty of care in an emergency situation.
- 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)
- A club transport policy
- Procedures for managing children away from the club
- Missing Children
- Working with external partners (e.g. Club personnel undertaking cricket activities in Schools / for Local Authorities or similar, on a voluntary or paid basis.)

Creating an individual Club Safeguarding Policy Statement

In addition to adopting the ECB's Safe Hands policy, creating an individual "Club Safeguarding Policy Statement" is a requirement for all ECB Affiliated Clubs.

It is relevant to mention that some cricket clubs will be part of a larger multi-sport club. It is important for cricket clubs who are a 'section' of another club that the cricket committee identify the elements of the "Safe Hands" Programme which are directly applicable to the cricket section and those which will require consultation with the umbrella sports club committee. It is vital in these circumstances that the cricket club ensures that the umbrella committee has addressed all the issues within "Safe Hands" and recognises its separate responsibilities for safeguarding. Collaboration between all the sports sections within such clubs is necessary for effective safeguarding.

Please contact the ECB Child Protection Team if further assistance is required in this area. The following template can be discussed and personalised by your Club Committee to meet the specific needs of your location.

Organise for the personalised "Club Safeguarding Policy Statement" to be formally adopted by your club. A vote is normally needed at the Club's AGM to make this formal adoption. (For those clubs who do not have an AGM in the foreseeable future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure.)

Having defined a Club Safeguarding Policy, its content will then help everyone at the Club to know how the club will approach safeguarding on an ongoing basis. Once adopted, a copy of the Club's own Safeguarding Policy should be displayed on the Club notice board.

Recommended Process / Activities

1. The following template can be discussed and personalised by your Club Committee to meet the specific needs of your location.
2. Organise for the personalised "Club Safeguarding Policy Statement" to be formally adopted by your club. A vote is normally needed at the Club's AGM to make this formal adoption. (For those clubs who do not have an AGM in the foreseeable future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure.)
3. Having defined a Club Safeguarding Policy, its content will then help everyone at the Club to know how the club will approach safeguarding on an ongoing basis.
4. Once adopted, a copy of the Club's own Safeguarding Policy should be displayed on the Club notice board.

xxxxxx Cricket Club – Safeguarding Policy Statement

xxxxxxxxxx Cricket Club (The Club) is committed to ensuring that all Children(*) participating in cricket have a safe and positive experience.

(*The word “Children” should be taken to mean all persons under the age of 18.)

We will do this by:

- Recognising that all Children participating in cricket (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.
- Ensuring that individuals working within cricket at or for our club provide a safe, positive and fun cricketing experience for children.
- Adopting and implementing the England & Wales Cricket Board (ECB) “*Safe Hands – Cricket’s Policy for Safeguarding Children*” and any future versions of the policy.
- Appointing a Club Welfare Officer and ensuring that they attend all current and future training modules required by the ECB & the NSPCC, so that they have the necessary skills to be able to undertake their role effectively.
- Ensuring that all people who work in cricket 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 Cricket.
- Ensuring that all individuals working within cricket at or for the club are recruited and appointed in accordance with ECB guidelines.
- Ensuring that all individuals working within cricket at or for the club 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.
- Ensuring 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,
 - as a local source of procedural advice for the club, its committee & its members,
 - as the main point 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 relevant external agencies in connection with child welfare,
- Ensuring that correct and comprehensive reporting procedures exist for raising and managing safeguarding and child protection concerns. Such procedures recognising 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.
- Providing everyone connected with the club (including parents, children and volunteers) with the opportunity to voice any concerns which they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer.

- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information relating to child welfare matters is restricted to the Club Welfare Officer and the appropriate external authorities as specified within ECB Safeguarding and child protection procedures.

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

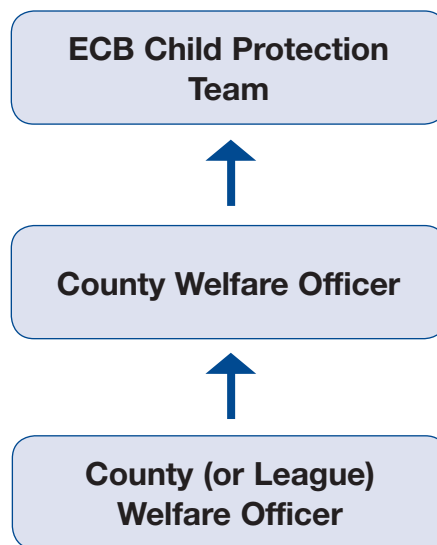
the CWO to monitor clubs and training provision on their behalf.

- **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.

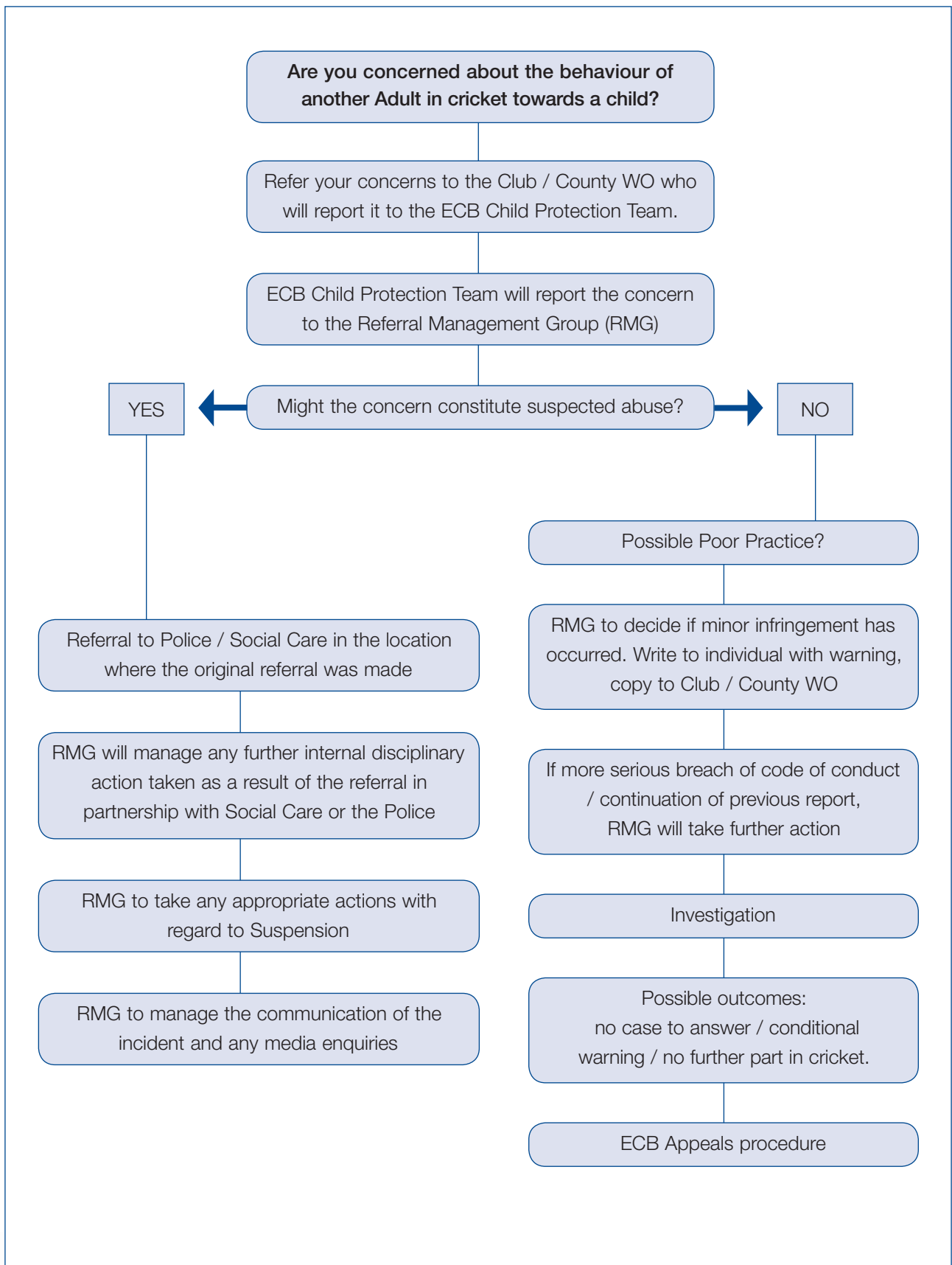
A copy of this information should be sent to the ECB Child Protection Team.

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



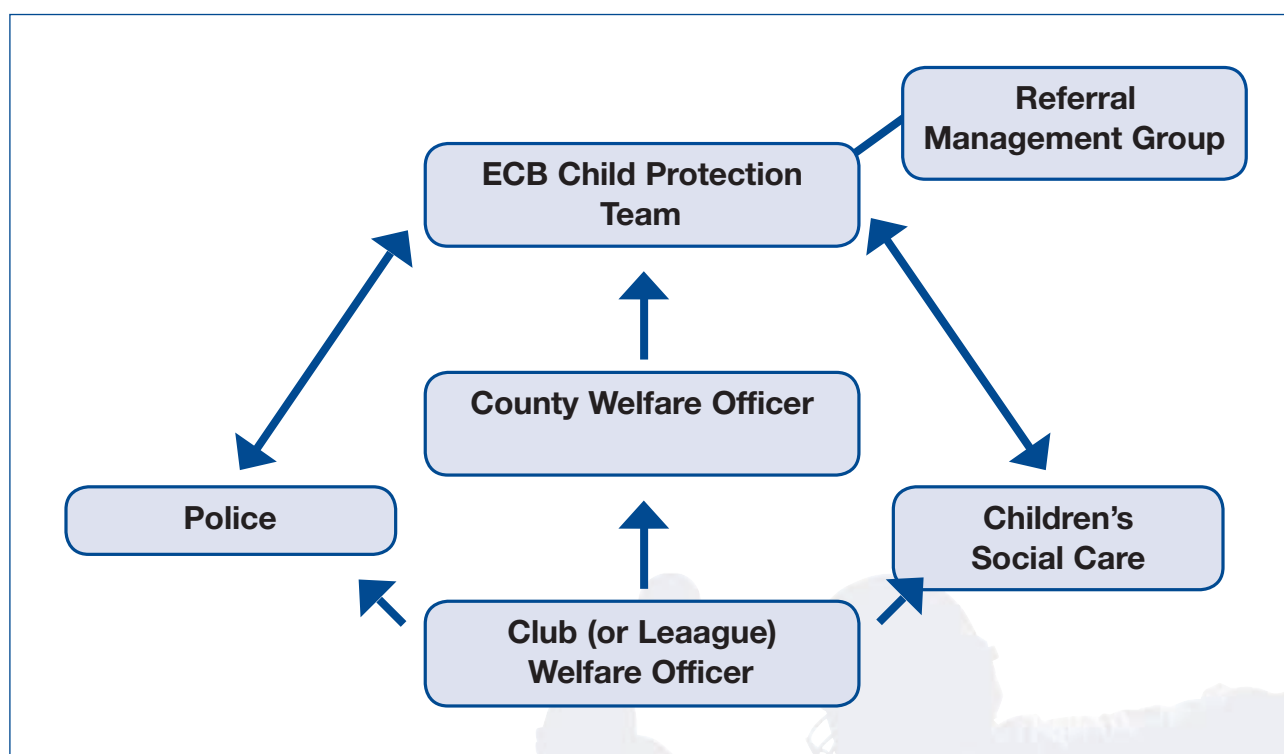
b) If the referral relates to an incident outside Cricket:

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.**

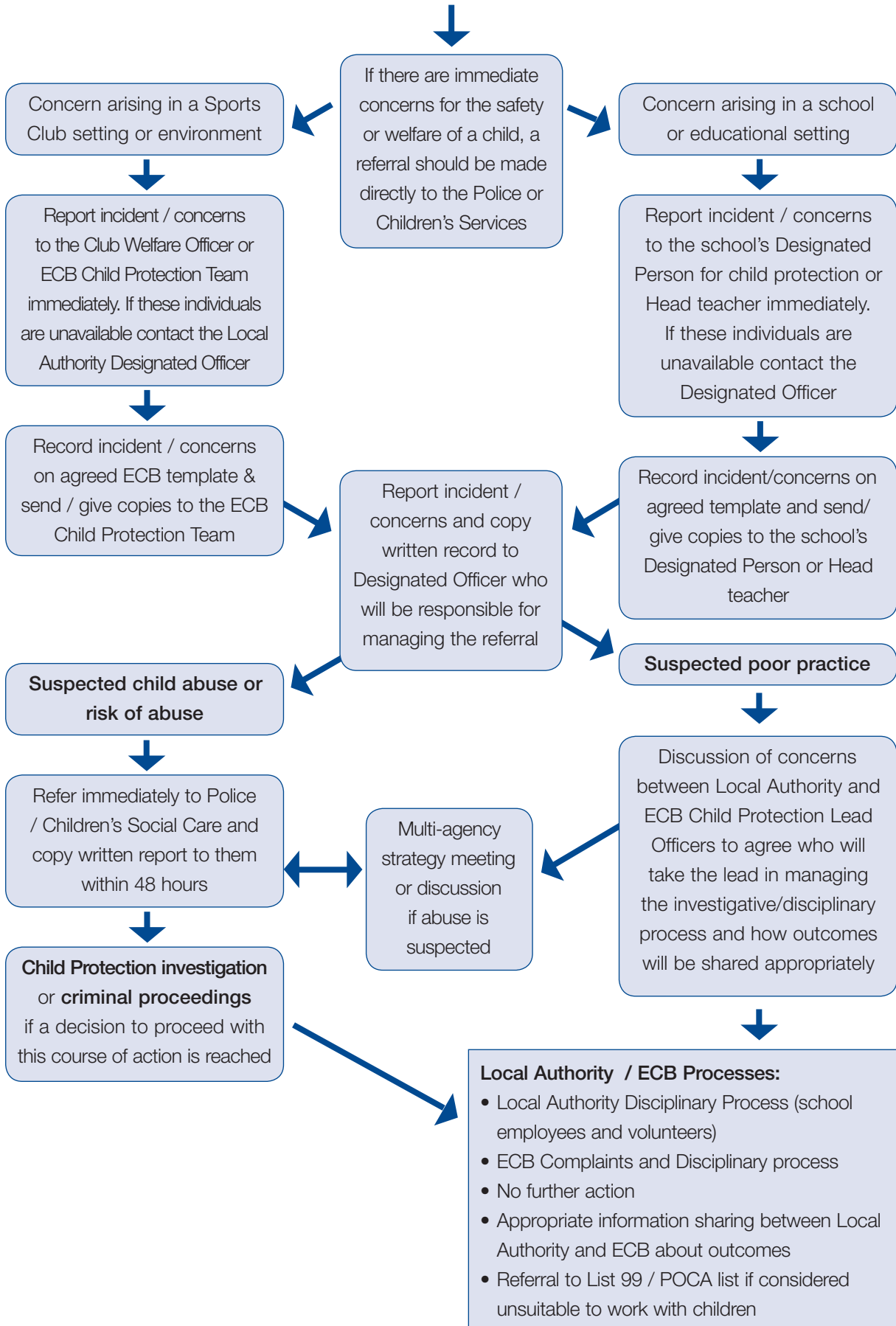


Incidents occurring in connection with an ECB / PESSCL Strategy

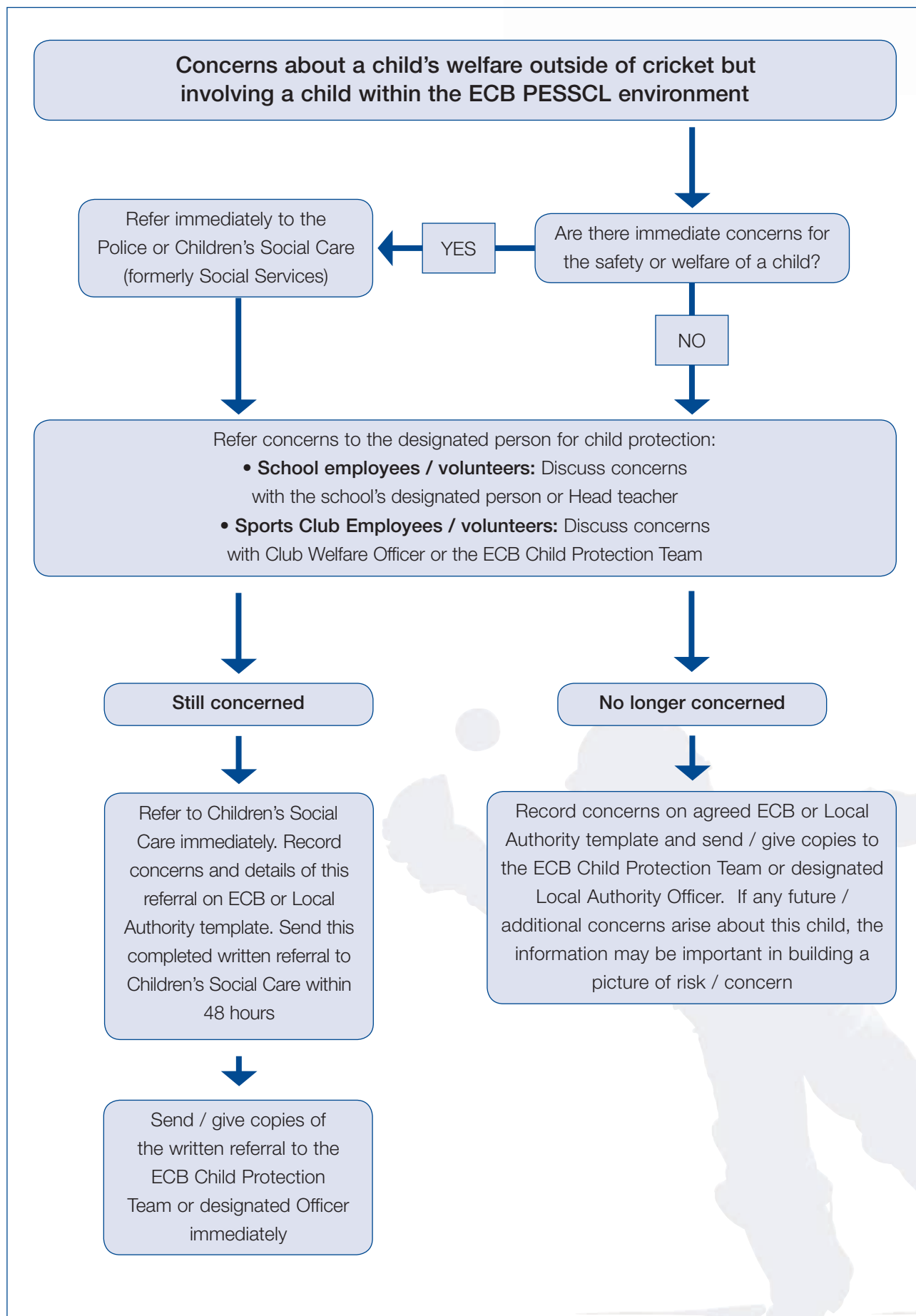
Please note that if a club is part of the National School Sport Strategy (also known as the Physical Education, School Sport and Club Links or PESSCL Strategy) then there is a specific reporting structure that must be followed for any concerns which arise for activities taking place under that programme.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



ECB Incident Reporting Form (page 1 of 2)

Private and Confidential

Section 1 Details of the Child and their Parent / Carer:		
Name of Child:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Parent's / Carer's name(s):		
Home address (including postcode):		
Section 2 Your details:		
Your Name:	Your Position:	Date and Time of Incident:
Section 3 Your report:		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position within the club:	
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):		
The Child's account, if it can be given, of what has happened and how:		
Please provide Details of the person alleged to have caused the incident / injury including where possible their name, address and date of birth (or approximate age):		
Please provide details of any witnesses to the incident(s):		

ECB Incident Reporting Form - (page 2 of 2)

Have you spoken to the Parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:	
Have you spoken to the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide details of what was said:	
Have you spoken to the person the allegations are being made against? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please do not approach them	If yes please provide details of what was said:	
Please provide details of further action taken to date:		
Have you informed the statutory authorities? Children's Social Care: <input type="checkbox"/> Yes <input type="checkbox"/> No Police: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide the name of the person and his/her contact number:	
<p>Data protection</p> <p>The Club, the relevant County Board(s) and the England and Wales Cricket Board Limited (ECB) will each use the information in this form (together with other information they obtain as a result of any investigation) (together "Information") 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.</p> <p><i>As the person completing this form, 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.</i></p>		
Your signature:	Date:	Time:

What to do next

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

If advised to do so by the County Welfare Officer, a photocopy of this form should be forwarded to them, or to the ECB Child Protection Team, Lord's Cricket Ground, London. NW8 8QZ.

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.

Useful Safeguarding Contacts

Cricket Contacts for Safeguarding (please complete local details)		
Club Welfare Officer County Board Welfare Officer ECB Child Protection Team	England and Wales Cricket Board Lord's Cricket Ground London NW8 8QZ	T 020 7432 1200
Local Contacts for Safeguarding (please complete local details)		
Local Children's Social Care (including out of office hours contact) NB In an emergency, the Samaritans will hold the Social Care Duty Officer's contact number.		
The Samaritans		T 08457 909090
Local Police Child Protection Teams. In an emergency contact via 999 .		
National Contacts for Safeguarding		
NSPCC Freephone 24 hour Helpline	National Centre 42 Curtain Road London EC2A 3NH www.nspcc.org.uk	T 0808 800 5000 Txtph 0800 056 0566 T 0800 096 7719
NSPCC Asian Child Protection Helpline		T 0207 825 2500
Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester L4 1EZ www.thecpsu.org.uk	
Childline UK	Freepost 1111 London N1 OBR www.childline.org.uk	T 0800 1111
NSPCC Cymru/Wales Child Protection Helpline		T 0808 100 2524 Mon - Fri 10am - 6pm

ECB Whistle Blowing Policy

The ECB is committed to developing a culture where it is safe and acceptable for all those involved in cricket 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, victimisation 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. Those involved in the sport must acknowledge their individual responsibilities 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.

The ECB assures all involved in cricket 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

What stops people from Whistle Blowing?

- Starting a chain of events which spirals
- Disrupting the work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

What happens next?

- You should be given information on the nature and progress of any enquiries
- All concerns will be treated in confidence. 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
- Your Club Welfare Officer, County Welfare Officer and the ECB have a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- 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 your Club Welfare Officer or your 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”

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 or 020 7432 1200.

Alternatively you can also contact Public Concern at Work on 020 7404 6609 or whistle@pcaw.co.uk

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.

ECB Guidance on Appointing and Training a Club Welfare Officer (Club WOs)

It is a mandatory requirement that every ECB affiliated club must recruit, identify, appoint and train a Club Welfare Officer.

This is essential for 2 main reasons: a) in order to provide a “first point of contact” for everyone within the club and the ECB for safeguarding and child protection matters, and b) to ensure that the club is adopting and implementing the various safeguarding activities which are necessary for it to demonstrate its duty of care for children.

When appointing a new Club WO, Clubs must also refer to the ECB Point of Policy regarding recruiting individuals who work with children as well as the guidance notes on the recruitment and appointment of volunteers / staff found elsewhere in this Kit Bag.

Recommended Process

1. The Club Chairman must personally ensure that the Club WO is screened through the ECB’s Criminal Record Bureau (CRB) Process. The Club Chairman must ensure that they hold a SDF form completed by the prospective Club WO, retaining this until such time as the Club WO’s CRB Disclosure outcome status is issued by the ECB.
2. Written references on the prospective Club WO (which are required in accordance with the ECB appointment and recruitment guidelines) need to be taken up by the Club Chairman, and any concerns raised by those providing the reference should be referred by the Chairman directly to the County Welfare Officer.
3. The name and contact details for the appointed Club WO must be communicated to your County Welfare Officer, and County Cricket Board Office.
4. Once the Club WO has been appointed, they must then attend training in accordance with the details shown under the heading of “Training” below. Once they are trained, where possible the Club should display the Club WO’s TTL and SPC certificates on the Club Notice board.
5. The Club WO’s name and contact details need to be made known to Club members, and other persons associated with the club, and these should also be displayed on the Club Notice board.

Who should be a Club WO?

The Club WO should be selected as the most appropriate person for the role not because they are the only applicant.

NB the majority of clubs have as members (or members partners / parents or associates), people who in their professional lives have experience of child protection policies and procedures.

Where possible, the person selected for the role of Club WO should not be someone who already has a high profile role within the club.

The person selected for the role of Club WO must be able to:

- satisfy the requirements of the core skills and knowledge areas,
- be prepared to complete the core tasks, and
- be prepared to undergo the training required.

The above is the ideal scenario for appointing a Club WO and the ECB understands the problems clubs may face in securing volunteers to perform such a role. However the importance of selecting the right person cannot be over-stated. The person selected may well be privy to some of the most private aspects of club members lives and must show that they are able and experienced to handle confidential matters.

Role Description – Club Welfare Officer

Core Tasks

- Promote good practice in safeguarding and protecting children in their club, working with the coaching teams, club committee and club members to create a child centred environment and develop a proactive safeguarding culture within the club.
- To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children

Policy at a Club level.

- To be the first point of contact for all club safeguarding and child protection issues
- To act as a source of advice on current best practice and provide support to the Club Management Committee and the members of that Club on safeguarding issues and procedures.
- To attend Club Management Committee meetings as a member of the club management committee by right of the role (not through combining roles of established positions) and ensure that safeguarding is a mandatory standing item on the committee agenda.
- To advise the Management committee in establishing which roles within the club require the post holder to undertake the ECB CRB Disclosure Process, ensuring that such CRB applications and any necessary self-declaration forms are completed
- To maintain accurate records and to keep all documentation in a secure fashion.
- To ensure matters of a possible child protection nature are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with ECB procedures.

Core Areas of Knowledge

- To be aware of the ECB process for reporting incidents to the ECB and the statutory agencies
- To have a basic knowledge of the different forms of abuse that can occur within and outside of sport which are harmful to children.
- To have a basic understanding of the statutory agencies and their role in safeguarding and child protection.

- To be aware of ECB safeguarding policies and procedures as set out in “Safe Hands”

Core Skills

- Have experience of safeguarding and child protection either at work or other volunteering e.g. teacher, social worker, police officer, charity organiser.
- Have excellent communication skills, including the ability to advocate the benefits of safeguarding
- Be able to collate and administrate paperwork and information received in a confidential and secure manner.
- Have empathy with children

Training the Club Welfare Officer

The ECB requires all Club WOs to attend the following training to support and equip them for the role:

- A “Safeguarding and Protecting Children” (SPC) Workshop every three years. This workshop was previously named “Good Practice and Child Protection”(GPCP) until December 2006. (To avoid any possible confusion, it should be noted that Club WOs who have already attended the GPCP course in the last 3 years do not need to attend the SPC course until their GPCP course certificate “expires”)

- A “Time to Listen” (TtL) Workshop every three years. Before attending the TtL course, any trainee Club WO must have been CRB checked and attended a safeguarding course such as SPC.

Undertaking appropriate training will enable the Club WO to:

- Recognise their responsibilities with regard to their own good practice
- Recognise signs of possible abuse
- Report any suspected poor practice / concerns of possible abuse
- Understand how to manage disclosures from a child
- Ensure that they fulfil their role within the duty of care for children
- Provide guidance to the club in relation creating and implementing policies



ECB Guidelines on Appointing Appropriate Staff and Volunteers to work with Children

It is ECB Policy that all staff or volunteers in cricket who are working with children must go through an appropriate vetting process prior to appointment to ensure that all those in cricket working with Children are suitable to do so. Guidelines for clubs and leagues on how to implement this policy are detailed below.

The Club Welfare Officer

Every Club must identify and appoint 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 clubs in creating a child centred environment at the club. The Club Welfare Officer is required to attend two separate training modules to support and equip them for the role.

The Club Welfare Officer must advise clubs on which roles within the 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. In this Kit Bag guidance there is a list of posts within a club and ECB guidance as to the likely need for a CRB Enhanced Disclosure. Ideally the Club Welfare Officer should have a significant role within the process for recruiting volunteers and staff to a club.

Guidelines on recruitment and selection of volunteers working with children

These Best Practice Guidelines were originally developed by the Football Association and have been amended by the ECB to provide clubs and leagues with advice and guidance on the recruitment and selection of volunteers working with children.

Any change to these guidelines will be notified via the ECB’s website and in any updates to “Safe Hands”. Please remember that the safety of children should be paramount in all your activities and these guidelines have been designed to help you in this.

The ECB is committed to providing a safe environment for children. By adopting the points outlined in this guideline you will be putting in place the best current practice to protect children whenever a volunteer is sought to work with them.

The majority of people involved in cricket working with children have only the best possible intentions. However, the ECB recognises its responsibilities to safeguard the welfare of all children participating in cricket by providing a safe and enjoyable environment. Sound recruitment and selection procedures will help to screen out those who are not suitable.

When clubs or leagues recruit new volunteers or paid staff all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used by a club or league must be consistent and fair at all times. This guidance outlines methods club or league officials can use to assist with their recruitment choices.

While it has a special emphasis on recruiting volunteers to work with children, it could easily be applied to recruitment of all volunteers as well as paid staff.

Planning

The first stage of any recruitment process involves planning. Club or league officials should draw up a profile, which highlights

the main areas of an identified voluntary role. They should also decide upon the skills and experience than an individual would need to fulfil the requirements of the role and draw up a person specification. Samples of job descriptions for a variety of club roles can be found on the ECB website.

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

Application Forms

Clubs and leagues should use application forms to collect information on each applicant. Each applicant's information is then collected, retained and stored in a consistent way.

More than one club or league official should look at the application forms to ensure that a fair and equitable scrutiny is completed. It is very important that clubs or leagues also ask for identification documents to confirm the identity of the applicant e.g. a passport or driving licence.

Meeting / Interview

It is highly recommended that club or league officials meet with all applicants prior to any recruitment decisions being made. More than one official should be present. The meeting/interview will enable the club or league to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

Whilst it is important to elicit information regarding an applicant's technical capabilities that are relevant to the post, it is also necessary to explore attitudes and commitment to child welfare. Listed below are examples of questions that could be used to discover this information:

- Tell us about any previous experience you have working with children.
- Give a child-related scenario and ask 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

At least two references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work and if possible, one that demonstrates the individual has been involved in sport, particularly children's cricket previously. Both references should contain a statement relating to the referee's awareness of the responsibilities of the post applied for. References should be followed up prior to any offer of appointment being made. If the references raise concerns, you are advised to contact the ECB Child Protection Team for advice and guidance (see Kit Bag Sample Reference Form).

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 the CRB Disclosures are another tool in the recruitment procedure. The CRB Disclosure process should only be used when a person is appointed to a post within a club or league and that post, 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 tells the ECB about a person's recorded offences and whether or not they are on one of the barred lists. It can indicate that a person is not a suitable person to work with children, for example, if they have a history of sexual offending. It may also tell the ECB that further investigations are required, for example, if the person has a history of drug dealing or racist offending.

Volunteers and others in Cricket should be assured that 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 the 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.

Applications for CRB Disclosures should be co-ordinated by the Club Welfare Officer.

It is vital for clubs to recognise that 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 must be sought from the County Cricket Development Manager, County Welfare Officer or the ECB Child Protection Team. It is possible for the CRB Disclosure Process to take several weeks. Clubs must ask applicants to complete a Self Declaration Form as an interim measure. The Self Declaration Form should be submitted to the Club Welfare Officer.

If an applicant claims to already have an ECB CRB Enhanced Disclosure the club

should seek advice from the County Cricket Development Manager, the County Welfare Officer or the ECB Child Protection Team on how to proceed.

Further information on the CRB Disclosure Process can be found by visiting the ECB website

Recruitment Decisions

Clubs should consider all the information they receive via the application form, confirmation of identity, the outcome of the take up of references as well as the outcome of the ECB CRB Enhanced Disclosure. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant into their club.

Post Recruitment

It is important that once a new volunteer has been recruited follow up action is taken, for example:

- Any qualifications should be substantiated, for example, requesting photocopies of coaching certificates
- That new volunteers are 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.

Umpires and Scorers

Umpires and Scorers are usually organised through a regional or league appointment panel. However, where a Club is appointing

an Umpire and / or Scorer for their games involving children, it is responsibility of the club 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 CRB Disclosure 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

Overseas Criminal Record Checks

Clubs must recognise that checks will need to be undertaken on post holders regardless of their nationality. Different countries have varying methods for providing background checks and not all countries are able to provide this service. The CRB website provides current advice on which countries are able to provide a check and the applicable procedure. The ECB Child Protection Team is also able to provide some guidance on other countries. Overseas checks must also be undertaken on British passport holders who have lived abroad in the past 5 years. This Kit Bag has an ECB Overseas Clearance Form which must accompany any overseas check submitted to the ECB. Overseas checks must normally be organised before the individual arrives in the UK whenever possible.

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

It is important to note that overseas checks are done purely for the role being undertaken by the individual. Some overseas players will be checked as they are actually on a work permit that entitles them to be coaching in this country during the season and the club will be expecting them to run coaching clinics.

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

All posts which require a vetting check also require the individual to complete a self declaration form at the same time. Vetting Checks are more commonly known as Criminal Record Bureau (CRB) Checks.

CRB checks are to be processed by the ECB Child Protection Team at Lord's Cricket Ground.

Self Declaration Forms to be processed by Club Welfare Officers – please contact your club directly.

Please note that this list has been developed as guidance for clubs but for certain posts club welfare officers will need to assess the role of individuals within the club before making a decision on whether or not to require a CRB check. These applications must be accompanied by a covering letter explaining the club's decision.

ROLE AT THE CLUB OR IN LEAGUE	CRB CHECK ALWAYS REQUIRED	CRB CHECK REQUIRED AT DISCRETION OF CLUB'S ASSESSMENT OF ROLE	COMMENTS
Welfare Officer	Yes		All Club / League / County posts
Coach [Volunteer or Paid]	Yes		
Assistant Coach	Yes		If regularly assisting
Coaching Coordinator	Yes		
Umpire	Yes		Club or League
Scorer	Yes		Club or League
Colts Manager	Yes		
Age Group Manager	Yes		
Club Captain	Yes		
Adult Team Captains	Yes		If players under 18 playing regularly in side
First Aiders / Physiotherapists / Medical Support	Yes		
Schools Liaison Officer	Yes		
Women & Girls Coordinator	Yes		
Club Development Officer		Yes	
Chairman of Junior Cricket		Yes	CRB if coaching
Ground Staff		Yes	
Assistant Ground Staff		Yes	
Bar Manager		Yes	CRB if regular, unsupervised, sole access
Tea Lady / Caterer		Yes	CRB if regular, unsupervised, sole access

ROLE AT THE CLUB OR IN LEAGUE	CRB CHECK ALWAYS REQUIRED	CRB CHECK REQUIRED AT DISCRETION OF CLUB'S ASSESSMENT OF ROLE	COMMENTS
Fixtures Secretary		Yes	Depends on access to records
Website Administrator		Yes	Depends on access to records
Treasurer		Yes	
Committee Members		Unlikely	If club has charitable status
Fundraiser		No	
Press Officer		No	

ECB Overseas Vetting Form

<p>Please give the reason for completing this form by ticking the appropriate option(s):</p> <p><input type="checkbox"/> I am an overseas "player/coach" who will be at an ECB affiliated club for the 2008 season</p> <p><input type="checkbox"/> I wish to take a coaching qualification or officiating qualification</p> <p><input type="checkbox"/> I wish to be a member / renew my membership of the ECBCA / ECBOA</p> <p><input type="checkbox"/> Other reason. Please give details here</p>	
Full Name of Applicant:	
Surname at birth (if different):	Also Known As:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Position (please circle): "Player / Coach" / Umpire / Other:
UK Address:	Postcode:
UK Telephone Numbers – Home:	Mobile:
Date of Birth	Country of Birth
Nationality	Passport Number
Issued by	Date of Issue
Work Permit Number	Date of Issue
Arrival Date in UK	Departure Date from UK
Email Address	
Overseas/Home Address:	
Country of Residence	
Have you been a resident in the above overseas country for the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Club Name	
County Board Affiliation	
Club Address	
Club Contact	
Club Telephone number	
County Board Cricket Development Manager	
Coaching Qualifications	
Officiating Qualifications	
ECBCA Membership Number	
ECBOA Membership Number	
Evidence of Clearance (i.e. Certificate of Good Conduct from Police Authority or High Commission)	
Applicant Name:	Signed:
Club Welfare Officer Name:	Signed:

Please return to:
 ECB Child Protection Team
 Lord's Cricket Ground
 London NW8 8QZ

Fax: 020 7289 2807
 E-mail: crb@ecb.co.uk

1. Complete Overseas Vetting Form
2. Attach an up to date police clearance certificate from the country of residence. This certificate is valid for the calendar year in which it was issued i.e. January – December. This means a new clearance is required every season.
3. Attach a copy of the work permit for the "player / coach" for the season if applicable.
4. Attach a photocopy of passport.

Please note: Incomplete applications will not be accepted

ECB Sample Reference Form

_____ is involved in children's cricket and in keeping with guidelines set out by the ECB has been asked to provide a reference.

Their 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.

How long have you known this person?

In what capacity do you know them?

Do you think this person is suitable to help in children's cricket? 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:

	Poor	Good	Excellent
Able to stay calm with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to motivate children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

About you:

Do you have a role in children's cricket? If yes, please briefly describe what you do.

Your name:

Your address:

Signed:

Date:

ECB Guidelines on Supervising children at cricket sessions

Clubs have asked for clarification on ratios when working with children and the following is applicable to all cricket.

It is important that clubs remember when planning cricket or general sessions for children that 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. Clubs should always 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 there must always be 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

The ECB Coach Education department has produced appropriate ratios based on the number of qualified coaches required to run different technical disciplines within the game. The ratios of qualified coaches to children are as follows:

- Net Coaching: 1 coach : 8 children
- Group Coaching: 1 coach : 24 children
- Hard Ball Coaching: 1 coach : 16 children

These coaching ratios are very different to the child supervision ratios which are required at all sessions regardless of where these are held or which activities the children are doing. Details of supervision ratios are shown below:

Supervision Ratios

Supervision ratios relate to managing groups of children and ensuring that there are sufficient adults present to deal with any issue or incident that may arise. For single sex groups, there must be at least one same gender member of Staff. For mixed groups there must be at least one male and one female supervising adult.

There must always be a minimum of two adults present.

Clubs must also factor in any further issues that the risk assessment of the facilities may have highlighted that are particular to that venue for example, changing rooms being located several minutes from the training venue and this may mean that clubs have to increase the number of supervisors in light of this additional information.

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

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

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

ECB has recently developed an introductory course for young leaders and coaching assistants called “Cricket Young Leaders Award”. Holders of this certificate must not be used in the calculations for supervision ratios as they are not over 18.

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.
- 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.)
- avoid waiting for children to say that they are thirsty before planning a drinks break as thirst is an indication of dehydration.

Further details regarding keeping players hydrated can be found in the Sports Science Home Study Pack of the ECB UKCC Level 2 Coaching Cricket Qualification.

Facilities and Venues used for children’s cricket

All Clubs must ensure that they have undertaken an adequate risk assessment on all of their facilities and venues that they use for any club activities regardless of ownership of that facility or venue. This does not include away match venues for leagues but should include, where possible, facilities

and venues that will be used on tours.

If clubs regularly hire facilities from other organisations e.g. schools or community colleges, there may be a generic risk assessment available for clubs to consider.

However it is important that clubs recognise that they are responsible for ensuring that venues and facilities are fit for purpose.

Details on risk assessment can be found in the ECB Clubmark programme at www.ecb.co.uk/clubmark

Outcomes of the risk assessments may have an impact on the session planning or co-ordination 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 safety guidance on the wearing of cricket helmets by young players

In February 2000 the England and Wales Cricket Board (ECB) issued safety guidance on the wearing of helmets by young players up to the age of 18. This original guidance document can be found at www.play-cricket.com/helmets. 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 when standing up to the stumps.

With the assistance of schools, cricket clubs and leagues, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales. Helmets are widely available and are covered by a British Standard (BS7928:1998).

The original guidance allowed parents or guardians to give their written consent to allow a young player not to wear a helmet. However most clubs, schools and leagues have decided not to accept this parental consent and require all young players to wear a helmet in all junior matches. If a club or school does agree, in exceptional circumstances*, that a young player need not wear a helmet they must ensure that an ECB Team Card is completed and given to the umpires before the start of play whenever the young player takes part in a junior match.

At the beginning of 2007 the ECB clarified the guidance relating to young players in adult matches and confirmed that all

young players who have not reached their 18th birthday must wear a helmet with a faceguard when batting and when standing up to the stumps when keeping wicket in adult matches. Parental consent not to wear a helmet should not be accepted in adult cricket.

This guidance applies to all players up to the age of 18, both in adult cricket and in all junior cricket played with a hard cricket ball. The guidance also applies during all practice sessions. Any individual taking responsibility for players should take all reasonable steps to ensure that this guidance is followed at all times.

The ECB asks that the guidance is communicated to the parents or guardians of all young players through clubs and schools, and that young players are not allowed to bat or stand up to the stumps when keeping wicket against a hard ball without wearing a helmet.

** Additional guidance on what constitutes 'exceptional circumstances' can be obtained from the ECB Cricket Department.*

ECB Fielding Regulations

For reference, the ECB Fielding Regulations are as follows:

- 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

The Fast Bowling Directives are designed to raise awareness of the need to nurture and protect our young fast bowlers through their formative years, and have been warmly welcomed by a significant number of coaches and managers. Statistics clearly show that fast bowlers regularly win International matches, and if England is to achieve the vision of becoming the most successful and respected cricket nation, we must make every effort to produce bowlers to reach the goal.

I would like to thank those involved in the development of talented fast bowlers for their observations and constructive feedback regarding the initiative. As coaches we should consider the welfare of the individuals under our supervision, the regulations are designed to minimise the possibility of injury.

The Directives relate to all competitions under the auspices of the ECB at Under 19 level and below as well as all Premier League matches. It should be emphasised that the age of the player is the key criteria, and not the level of cricket being played. The restrictions will be reviewed annually, and the Directives are unchanged for the 2007 season.

Hugh Morris

Deputy Chief Executive
England and Wales Cricket Board



Injury prevention for fast bowlers

These directives apply to girls and boys, and any reference to he/his should be interpreted to include she/her.

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

All coaches are urged 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
2. Technique
3. Physical Preparation
4. Equipment

Directives for Matches:

AGE:	MAX OVERS PER SPELL	MAX OVERS PER DAY
Up to 13	4 overs per spell	8 overs per day
U14, U15	5 overs per spell	10 overs per day
U16, U17	6 overs per spell	18 overs per day
U18, U19	7 overs per spell	21 overs per day

Directives for Practice Sessions:

AGE:	MAX BALLS PER SESSION	MAX SESSIONS PER WEEK
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

1. OVERBOWLING:

This is an important consideration especially for young bowlers whose bodies are not fully developed. Recent studies have revealed that 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, every attempt must be made to keep the amount of bowling within reasonable limits. The following Directives provide sensible playing and training levels.

These figures are based on players bowling in no more than 3 matches or practice session per week for age groups up to and including U15, and 4 matches or practice sessions per week for age groups up to and including U19. Players can play in other matches provided they do not bowl.

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 any reason, for less than 40 minutes any spell in progress at the time of the interruption can be continued after the interruption up to the maximum number of overs per spell for the appropriate 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. If the interruption is of 40 minutes or more, whether scheduled or not, the bowler can commence a new spell immediately.

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.

Nets:

Outdoor:

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

Indoor:

In the period between the end of the cricket season and Christmas, indoor practise for fast bowlers should be kept to an ABSOLUTE MINIMUM. The following highlights the risk of playing/practising on hard surfaces such as solid concrete and shows how these forces can be reduced by using appropriate mats or indeed by practising on grass. Concrete offers 0% force absorption whereas grass can offer up to 75%. The 34% offered by natural turf was measured at Trent Bridge on a rock hard Test Match pitch. These figures have major implications for limiting indoor work in the Winter, particularly for seamers, and for ensuring that length and intensity of sessions are considered when working on the harder surfaces.

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

2. 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 consult the 'ECB Coaches Manual' or an appropriately qualified cricket coach.

3. PHYSICAL PREPARATION:

A well structured, cricket specific training programme is essential to develop and maintain the strength, endurance and flexibility required for fast bowling. It is one of the most injury-labile non-contact activities in sport and the need for the fast bowlers to be amongst the fittest and best prepared players in the team cannot be over emphasised. Bowlers should WARM UP and STRETCH thoroughly before bowling and training, and should WARM DOWN and STRETCH afterwards. A good warm up helps to encourage a more professional approach, helps team spirit and can actually improve performance. It also helps to reduce the chance of an injury occurring.

4. EQUIPMENT:

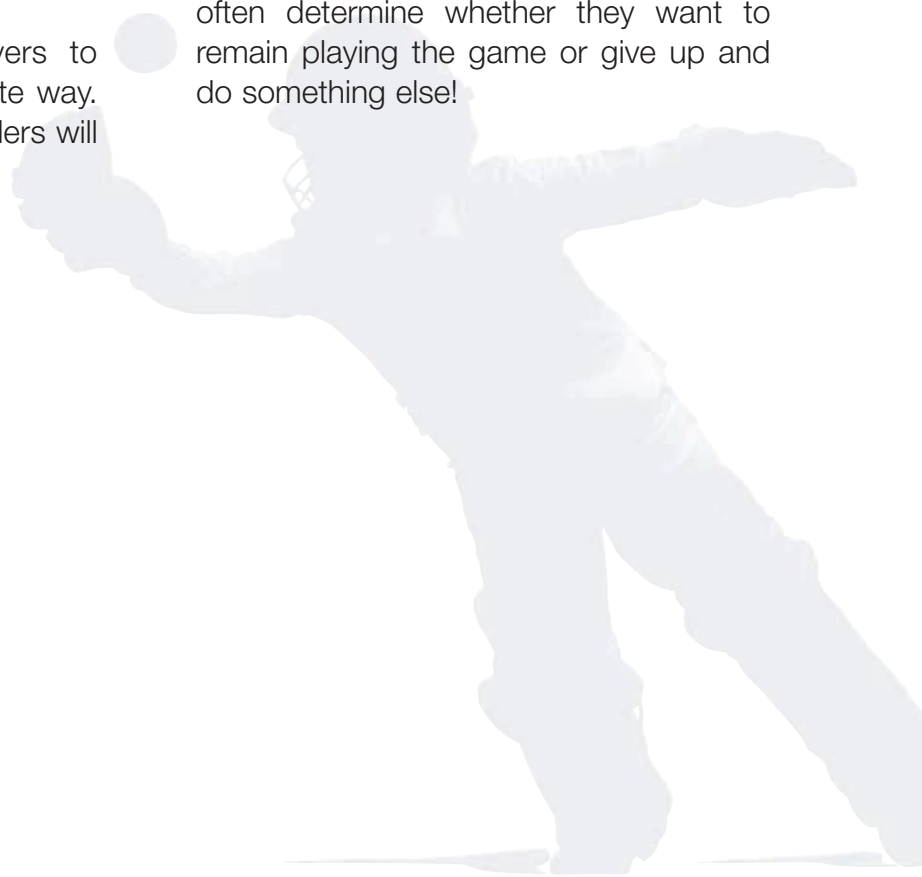
Impact forces of up to 8 times body weight can be experienced during the delivery stride. Without the appropriate footwear, these forces must be absorbed by the feet, ankles, knees and lower back of the bowler. It is therefore essential that bowlers minimise these effects by absorbing them with the use of efficient, well-fitting, cushioned boots or shoes and if required, absorbent insoles. The use of running shoes, basketball-type boots or good cross trainers is also essential as they are designed to cope with the types of forces experienced when bowling on hard surfaces.

The year starting date of midnight on the previous 31st August is assumed throughout these Directives.

ECB Guidelines for the selection of young players in adult cricket

The ECB has issued new guidance covering the participation of young players in adult cricket. The following guidance is designed to help clubs to decide when to select young players in adult teams and how best to help their cricketing development when they play in adult matches.

1. Making the step up from junior to adult cricket is a significant event in any player's cricket experience. Ensure that the player's safety, personal development needs and overall cricket experience are considered.
2. There is no definitive age at which they should be introduced to adult cricket but determine each case on an individual basis dependent on their ability and stage of cognitive and emotional maturity to take part at this level, taking into account the ECB guidance on Junior Cricketers playing in Adult Matches.
3. ECB Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in adult cricket.
4. Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game.
5. Be supportive at all times for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement.
6. Try and involve them in all aspects of the game wherever possible i.e. socializing, team talks, practice, decision making etc. so that they feel part of the team.
7. Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side.
8. Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else!



ECB Guidance on Junior Cricketers playing in Adult Matches

Introduction

The ECB has issued the following guidance covering the participation of young cricketers in adult matches. This guidance applies to boys and girls and any reference to he/his should be interpreted to include she/her. Age groups are based on the age of the player at midnight on 31st August in the year preceding the current season.

Guidance for Clubs and Leagues

All clubs must recognise that they have a duty of care towards all young players who are representing the club. This duty of care also extends to Leagues that allow the participation of young players in adult teams in their League. The duty of care should be interpreted in two ways:

- Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player.
- Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.

In addition the following specific requirements apply to young players in adult matches:

- All young players who have not reached their 18th birthday must wear a helmet with a faceguard when batting and when standing up to the stumps when keeping wicket. Parental consent not to wear a helmet should not be accepted in adult matches. A young player acting as a runner must also wear a helmet even if the player he is running for is not doing so.
- The current ECB fielding regulations must be adhered to and enforced by the umpires

and captain. The umpires are empowered by these fielding regulations to stop the game immediately if a young player comes within the restricted distance.

- The umpires and the opposing captain must be notified of the age group of all players participating in an adult match who are in the Under 19 age group or younger even if the player is not a fast bowler. This requirement also covers any young player taking the field as a substitute fielder. The ECB Team Sheet cards are freely available to facilitate this.
- Any player in the Under 13 age group and younger must have explicit written consent from a parent or guardian before participating in adult matches. Clubs must ensure that their player registration procedures ensure that consent is obtained. The guidance related to changing and showering (see 'Safe Hands' – Cricket's Policy for safeguarding Children) must be adhered to.
- Any club wishing to play a player in the Under 11 age group in an adult League or Cup match must obtain the explicit prior approval of the League or Cup management before the player can play. Approval should only be given to exceptionally talented players. It is recommended that advice is sought from the County Age Group Coach or other ECB Level 3 coach as appropriate.

Clubs and Leagues can apply more strict restrictions on the participation of young players in adult matches at their discretion. It is strongly recommended that a parent, guardian or other identified responsible adult is present whenever a player in the Under 13 age group or younger plays in an adult match. This could include the captain or other identified adult player taking responsibility for

the young player.

This guidance applies to all cricket in England and Wales from the beginning of the 2007 season.

ECB Guidelines on Girls playing in Boys Age Group Leagues and Competitions

In response to a number of requests the ECB has issued the following guidelines concerning the participation of girls in 'boys' cricket:

- The ECB wishes to encourage the development of girl cricketers and is happy for them to participate in boys cricket.
- Team managers and coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied that they are competent to do so.
- Suitable arrangements need to be in place, particularly relating to changing facilities and transportation arrangements, if applicable. Please refer to the ECB 'Safe Hands' policy.
- In ECB national competitions the age group requirements apply to all players regardless of their sex.
- In local Leagues and other competitions

it is up to each League or competition to specify the age group requirements. If girls who are older than the specified age group are allowed to play the League must specify a maximum age for the girl players and confirm how many older girls can play in any team. The same regulations must apply to all clubs in that League or competition.

- For the sake of clarity it should be understood that boys cannot play in girls Leagues or competitions unless explicit provision for this is included in the rules of that League or competition. Boys cannot play in the ECB girls competitions.

Any questions relating to these guidelines should be referred to the ECB Cricket Department at Lord's – 020 7432 1200 or cricket@ecb.co.uk.



ECB Guidance for Coaches Working with Children

Coaches have a vital role to play in safeguarding children in cricket. The coaches at a club will be the focus for children and their activities. The ECB Coaching Philosophy states that good coaching is about providing a fun and safe environment in which people, particularly children, can enjoy their first experience of cricket, gain some success and be motivated to want to go on playing. This philosophy ties into the ECB's own core values and in particular the "Enjoyment" value which the ECB has identified as central to the ethos of the "Safe Hands" Programme.

This section of "Safe Hands" provides guidance specifically for those involved in coaching cricket and covers the following areas:

- Promoting Good Practice
- Poor Practice
- Practical Coaching Guidance
- ECB Coaches Association Code of Conduct

The guidance 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. As a cricket coach you will have regular contact with children; you should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach they will look up to you and if a child decides to talk to you about abuse, you need to know what to do. You also need to understand your duty of care towards young cricketers, current guidance on good practice, and act responsibly when

you are around children. This will protect the children you coach and reduce the potential for misunderstandings and inappropriate allegations being made. The following guidelines should help you know what to do if you are worried about a child, and demonstrate how you can create a positive culture in cricket.

Good practice means:

- ensuring that cricket is fun, enjoyable and fair play is promoted
- treating all children equally, with respect and dignity
- being an excellent role model – this includes not smoking or drinking alcohol whilst coaching
- always putting the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures
- always working in an open environment (e.g. avoiding being alone with a child, and encouraging open communication with no secrets)
- building balanced relationships based on trust which enable children to take part in the decision-making process
- in line with Home Office guidelines, if you are in a position of trust and authority, not having sexual relationships with 16-17 year olds in your care
- not tolerating acts of aggression

- recognising the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
- giving positive and constructive feedback rather than negative criticism
- working to the ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact
- keeping up-to-date with technical skills, qualifications and insurance in sport
- ensuring that if mixed sex teams are taken away, they are always accompanied by a male and female member of staff
- while on tour, you do not enter a child's room or invite them into your room – except in an emergency i.e. when very unwell
- finding out if any children you are coaching have medical conditions that could be aggravated whilst playing or training
- keeping a written record any time a child is injured in your care, along with the details of any treatment provided
- promoting good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
- helping the ECB to work toward eradicating harassment and abuse of children from cricket.

Poor practice means you must never:

- spend excessive amounts of time alone with children away from others
- take or drop off a child at an event
- take children to your home or transport them by car, where they will be alone with you
- engage in rough, physical or sexually provocative games
- share a room with a child
- allow or engage in any form of inappropriate touching or physical abuse
- take part in or tolerate behaviour that frightens, embarrasses or demoralises a cricketer or that affects their self esteem
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- make a child cry as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or ignored
- do things of a personal nature for children or vulnerable adults that they can do for themselves
- shower with a child.

Any of these can leave you open to allegations.

Practical Coaching Guidance on Physical Contact

The following guidance is about safeguarding children whilst they learn to play cricket. It will also help to protect coaches from unnecessary or malicious allegations when working with children. Always conduct coaching sessions with at least one other adult present. The ECB understands that physical contact between a child and an adult may be required to instruct, encourage, protect or comfort.

However, it is important to remember that in cricket today there is 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. In many cultures girls in particular are uncomfortable about any kind of touching by a stranger.

All adults must understand that this touching not only involves touching children when showing them cricket postures, but can also include responsive or pleasant actions, e.g. when asking the child to carry out a task, or celebrating a win. 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. Any contact should be led by the child and not the adult.

Physically or visually impaired children may need to be touched in order to help them understand, acquire or visualise a cricket posture.

However, it must be remembered that the guidance detailed below still applies.

In addition, adults must be appropriately dressed and professional when operating in a cricket environment with children.

Please remember that children can stereotype people by their appearance.

Never touch a child inappropriately. As a responsible adult you should 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

You should seek to explain the reason for the physical contact to the child i.e. reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. **Physical contact should always be intended to meet the child's needs NOT the adult's.**

- If a child becomes injured during a coaching session and the injury requires the child to be carried to a place of treatment, always seek support from another adult before moving the child. Any first aid administered should be in the presence of another adult or in open view of others.
- If the child seems uncomfortable in any way with the physical contact, stop immediately.
- If the child you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them.
- 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.

- Where physical contact is for motivational or celebratory reasons, agree with the children, teachers or other appropriate adults that to praise good performance a 'High Five' or similar action will be used.
- Never help children dress e.g. to put on pads, helmets, or clothing unless they request this and genuinely require assistance.
- Never help children to put on an abdominal protector
- 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 for the purposes of coaching or passing on cricket information, use a parent's mobile telephone number. If you have agreed with the parents in advance to use the child's own mobile phone for communicating with them, under no circumstances make the number available for general circulation.

If any of the following incidents take place or are observed, you **MUST** report them to the Club Welfare Officer and make a written note of the event using the ECB 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 be a number of reasons where a coach 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 someone not working within cricket.
- In response to bullying.
- In response to a breach of code of conduct/poor practice.
- Observation of inappropriate behaviour.

Responding to a child who tells you about abuse.

You need to:

- Stay calm; do not show disgust or disbelief.
- Keep an open mind.
- Do not dismiss the concern, make assumptions or judgements.
- 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 for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing by telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words. Do this as soon as possible, using the ECB Incident Reporting Form.
- Avoid approaching any alleged abuser to discuss the concern.
- Report the incident to the Club Welfare Officer.

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 to make a detailed record at the time of the disclosure / concern. Use the ECB Incident Reporting Form wherever possible

Information needs to include the following:

- Details of the child e.g. age/date of birth, address, and gender.
- Details of the facts of the allegation or observations.
- A description of any visible bruising or other injuries.

- The child's account, if it can be given, regarding what has happened and how.
- Witnesses to the incident(s).
- The name, address and date of birth of any alleged offender.
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- A signature, date and time on the report.

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



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- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.

- Reassure the child that they have done the right thing by telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words. Do this as soon as possible, using the ECB Incident Reporting Form.
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- Report the incident to the Club Welfare Officer.
- Details of the child e.g. age/date of birth, address and gender.
- Details of the facts of the allegation or observations.
- A description of any visible bruising or other injuries.
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- Witnesses to the incident(s).
- The name, address and date of birth of any alleged offender.

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Information needs to include the following:

- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- A signature, date and time on the report.

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

ECB Guidance on Codes of Conduct

The ECB provides Codes of Conduct for all cricket participants – the Code of Conduct for Members and Guests; the Code of Conduct for Coaches. These Codes of Conduct provide participants with details of acceptable and unacceptable behaviour, and the expectations of others in relation to good operational practices. The Codes of Conduct provides clubs, leagues and other bodies with reference points for managing participants and as such assist identifying unacceptable practice within the game. Breaches of these codes of conduct can be dealt with on a local, regional or national level as appropriate in each individual circumstance.



Code of Conduct for Cricket Club Members and Guests*

All Members and Guests of this Cricket Club will:

- Respect the rights, dignity and worth of every person within the context of Cricket
- 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 e.g. fair play
- 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 Young People above the development of performance
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
- Respect Young People's opinions when making decisions about their participation in Cricket
- Not smoke, drink or use banned substances whilst actively working with Young People in the Club
- Not provide Young People 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 the ECB.

* Members and Guests include all members and officers of the Cricket Club and all guests of those members and officers, as well as all individuals who watch / attend / participate / officiate in matches hosted by the club in whatever capacity.

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

- 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
- Know and understand the ECB's "Safe Hands – Cricket's 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.

ECB Guidelines for a Code of Conduct for Children

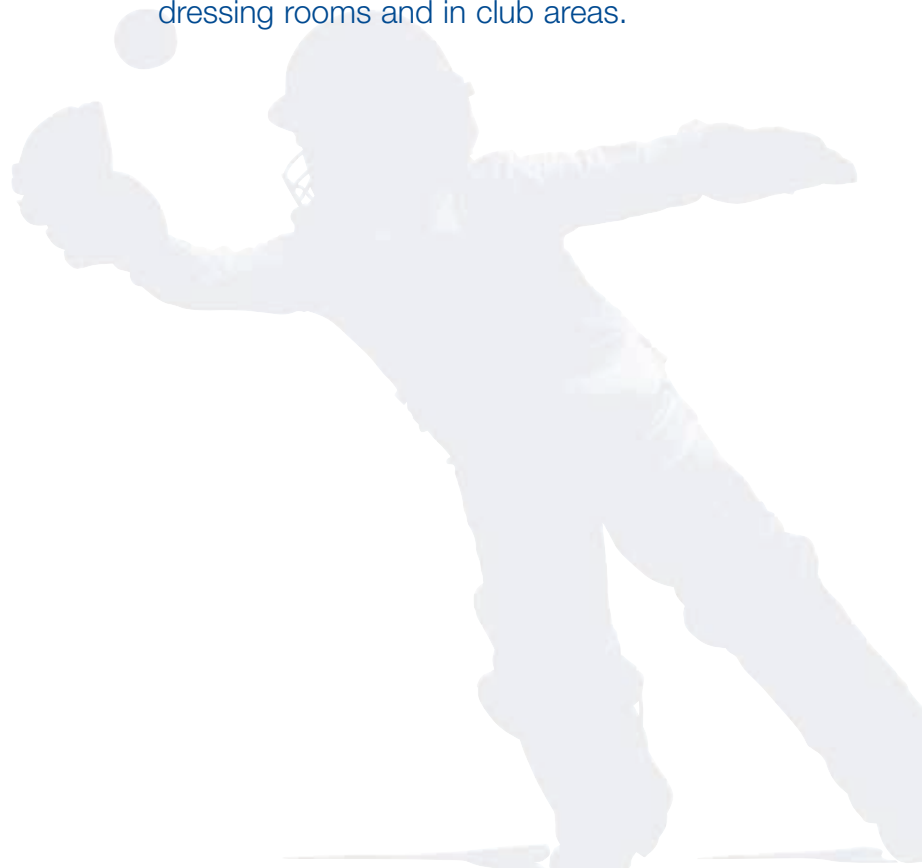
The ECB actively encourages clubs to use the Code of Conduct for Members and Guests as a starting point for producing an additional Children's Code of Conduct. NSPCC research shows that when children are empowered to create rules for themselves these rules are usually far more greatly respected and are often stricter than those that would have been imposed by the adults responsible for supervising the groups. Children can feel empowered by the ability to voice their own opinion of what they feel is acceptable behaviour. Coaches and the Club Welfare Officer should be the facilitators for this additional Code of Conduct.

Club WOs are therefore encouraged to work with Coaches, Junior Team Managers, and children (preferably from a wide cross section of ages and experience), to design something that everyone will sign up to.

Possible topics that can be considered for discussion with the children are:

- why they come to the club / what they want from attending – e.g. to have fun, to learn how to play, to take part in matches, to be with their friends, to keep fit.
- how they want to treat and be treated by adults – i.e. coaches, officials, adult members of the club, spectators
- how they want to treat and be treated by other children at the club
- how they want to be able to raise any concerns they have got
- what rules or limits they think there should be
- how they think any breaches of the code of conduct should be dealt with

It is important for clubs to draw attention to their Codes of Conduct to all members and guests and to place these Codes of Conducts on all suitable notice boards in dressing rooms and in club areas.



ECB Guidelines on the use of Player Profile Forms

Player profiles forms 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.

Clubs need therefore to devise their own workable system that achieves both of these important objectives, and a template player profile form is included in this section of the Kit Bag for clubs to use should they wish to do so.

It is for each club to determine the information about players that they wish to collect on a player profile form, and how long that form then becomes.

Some clubs might choose to have a short form containing basic admin and emergency contact details, with that club then having separate consent forms to obtain parental consent on matters such as photography, transport, changing etc, whereas other clubs might prefer to merge all club administration and child protection matters into one annual player profile / parental consent / membership type form

Doing either is fine.

Bearing this in mind, the player profile template shown in this manual is just that – a template.

It includes the various elements which Clubs are encouraged to consider when designing their own player profile form.

It is also recommended that club committees consider how the information collected is to be kept safe and to whom it will be issued. Player profile forms should be destroyed at the end of every season, either as players leave or on receipt of updated information for the new season.

Player Profile Form Template (for players under the age of 18)

- This form is designed to be completed by the Parent or Legal Guardian of any player under the age of 18. It should also be signed by the player themselves
- Once completed, the form should be returned to _____

Data protection. The Club will use the information provided on this form (together with other information it obtains about the player) (together “**Information**”) to administer his/her cricketing activity at the Club and in any activities in which he participates through 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.

Section 1 Personal details for young player and their Parent / Legal Guardian:		
Name of Child (under 18)	Child’s Date of Birth	Name of Parent or Legal Guardian
Home address	Postcode	Email address
Home telephone number	Work telephone number for parent / guardian	Mobile telephone number for parent / guardian
Section 2 Emergency contact details		
In the event of an incident or emergency situation, where a parent or legal guardian named above cannot be contacted, please provide details of an <u>alternative</u> adult who can be contacted by the Club. Please make this person aware that his or her details have been provided as a contact for the Club:		
Name of an <u>alternative</u> adult who can be contacted in an emergency	Phone number for alternative named adult	Relationship which this person has to the child (e.g. Aunt, neighbour, family friend etc.)

Section 3 Disability:

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'.

Do you consider this child to have a disability? Yes No

If yes, what is the nature of their disability?

- Visual impairment Learning disability Other (please specify):
 Hearing impairment Multiple disability
 Physical disability

Section 4 Sporting information:

Has this child played Cricket before? Yes No

If yes, where has this been played?

- Primary school Club Other (please specify):
 Secondary school County
 Local authority coaching session(s)

Section 5 Medical information:

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 Name

Doctor's Telephone number

Consent Statement from Parent / Legal Guardian

Please tick each box where you agree (or delete if you do not agree)

Legal authority to provide consent:

I confirm that I have legal responsibility for _____ (Name of Child)
and am entitled to give this consent.

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.

Consent to participate:

I agree to the child named above taking part in the activities of the club.

Medical consent:

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 in section 2 of this form.

I confirm that to the best of my knowledge, my child does not suffer from any medical condition other than those detailed by me in section six of this form.

I confirm I have read, or been made aware of, the club's policies concerning

changing / showering

missing children

transport

children playing in adult matches

photography / video

Anti bullying and the code of conduct

managing children away from the club

I understand and agree to the responsibilities which I and my child have in connection with these policies.

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]

I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate

Signed (Parent / Legal Guardian):

Date of signing:

Printed name of Parent / Legal Guardian who has completed this form:

Consent From Child In Connection With Club Photography / Video Policy

(For players aged 12 – 18) Please indicate if you DO or DO NOT agree with the statement below:

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]

Signed (Child if 12 years or older):

Date of signing:

Kidscape sample anti-bullying policy for cricket

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our children so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means that **anyone** who knows that bullying is happening is expected to tell the staff and officials.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any 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. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities

Why is it Important to Respond to Bullying?

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

Cricket Clubs have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All officials, coaching and non-coaching staff, children and parents should have an understanding of what bullying is.
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied
- changes their usual routine
- is unwilling to go to the club

- becomes withdrawn anxious, or lacking in confidence
- comes home with clothes torn or belongings damaged
- has possessions which are damaged or “go missing”
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases, the child:

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

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

Procedures

1. Report bullying incidents to the Club Welfare Officer
2. In cases of serious bullying, the incidents will be reported to the ECB 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 ECB must always be informed and will advise on action to be taken.

Prevention

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

- writing a set of club rules
- signing a behaviour contract
- having discussions about bullying and why it matters

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ECB Guidelines on Changing Rooms and Showering Facilities

All ECB affiliated cricket clubs must have a Changing Policy, which will be dependent upon the facilities available at the club, the access to those facilities and the number of children involved. The following provides a framework of best practice and guidance for a Changing Policy to be developed within the club. These guidelines apply to adults and children sharing changing facilities. Clubs should identify and develop the framework that best suits their changing arrangements, taking into account the number of children involved.

Principles to be adopted by clubs are as follows:

1. Adults must not change or shower at the same time using the same facility as children
2. Adults should try to change at separate times to children during matches i.e. when padding up

3. If Adults and children need to share a changing facility, the Club must have consent from the Parents that their child(ren) can share a changing room with Adults in the club
4. If children play for Adult Teams, they and their Parents must be informed of the Club's policy on changing arrangements
5. Mixed gender teams must have access to separate male and female changing rooms
6. Mobile phones must not be used in changing rooms

Please note that if children are uncomfortable changing or showering with at the Club, no pressure should be placed on them to do so. Encourage them to do this at home.



ECB Photography and Video Camera Guidelines

The ECB is keen to promote positive images of children playing Cricket and is not preventing the use of photographic or videoing equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of Children. All clubs should be vigilant about this possibility. These individuals could attend the local cricket club allowing people to presume they are related to a child involved. There is also the possibility that if a picture and name was placed in the local paper the information could be used as a 'grooming' tool. Any concerns during an event should be reported to a club official or event organiser.

There may be other reasons why individuals may not wish their child's photograph to be taken by someone they do not know personally, i.e. estranged parents looking to gain access to a child.

Clubs must create a policy relating to the use of cameras during matches, training sessions and other club occasions. The guiding principles are:

- Photographs / images are not to be taken at matches or training without the prior permission of the parents/carers of the children. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches.
- The children should be informed that a person will be taking photographs.
- The children should be informed that if they have concerns they can report these to the coach or team manager.
- Concerns regarding inappropriate or

intrusive photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection concern.

- It is recommended that Cricket tournaments / festivals / events / competitions set up a camera registration book for parents to complete.

It is recommended that all Cricket Clubs as well as Tournament / Festival / Event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below.

Use of images of children, (for example on the web, in the media or in league handbooks)

- Ask for parental permission to use their child's image and wherever possible show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent Cricket and the Club
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent Cricket and the Club
- If the Cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Only use images of children in appropriate kit (training or competition), to reduce the risk of inappropriate use, and to provide positive images of the children
- Encourage the reporting of inappropriate use of images of children. If you are concerned,

report your concerns to the County or Club Welfare Officer

Using Video as a coaching aid:

There is no intention on the part of the ECB to prevent Club Coaches using video equipment as a legitimate coaching aid. However, Players and Parents/Carers should be aware that this is part of the Coaching programme and care should be taken in the storing of such films.

The Parents/Carers and children must provide written consent for the use of photography and video analysis. (Please see Player Profile Form in the Kit Bag)

ECB Guidelines on transport to and from matches and training

The Club must have a policy relating to transporting children to and from matches and training. All Clubs must ensure that they have notified Parents / Carers that Parents / Carers are responsible for the safe delivery and collection of their child for matches or training.

It is advisable that the start of year / season meeting is used to distribute information relating to all planned away fixtures or competitions to provide Parents / Carers with an opportunity to make appropriate arrangements.

Coaches and Club Staff will be responsible for the Children in their care when on the Club premises or on arrival at opponents' cricket grounds.

It is not the responsibility of the Coach or Team Manager to transport, or arrange to transport, the children to and from the Club or match

The Club must receive permission from Parents/Carers for children to participate in all competitions and away fixtures / events (see the Kit Bag Player Profile Form).

It is advisable for Clubs to also establish with Parents/Carers a "pick up and drop off" policy which specifically addresses matters such as late collection of children. Developing this policy at the start of season meeting will provide an opportunity to establish both club and parental expectations and will provide club officials with guidance should an incident arise during the season.



ECB Guidelines on Managing Children Away from the Club

In any given season the potential exists for 50% of matches to be away from the club. This statistic does not include tours and festivals or similar events. It is sensible therefore for a club to have a robust and considered generic protocol in place that will be able to fit all occasions, in order for it to demonstrate the Club's duty of care for children in the team

This section of the Kit Bag therefore covers the subject of children being taken away from the club's normal base location / home ground, and provides guidance to help clubs to define their own policies in connection with the effective management of such children whilst they are in the club's care.

The first part covers guidance applicable to managing children away from the club including all trips involving an overnight stay

The second part covers additional guidance particular to trips that include an overnight stay

It is important to stress that these guidelines also apply to adult teams where one or more players are under the age of 18.

In addition to that which is specified in this section of the Kit Bag, clubs are also reminded that other parts of the safeguarding Kit Bag have already identified the requirement for Clubs to:

- follow ECB recruitment guidelines for staff and volunteer appointments
- undertake risk assessments of venues and facilities
- follow ECB supervision guidance for cricket activities involving children
- have an agreed transport policy in place at the Club
- ensure that the team has agreed to act within the appropriate ECB and/or Club Code of Conducts

These sections of the Kit Bag will apply whenever children are taken away from their base location / home club.

Guidance covering managing children away from the club including all trips involving an overnight stay

A Team Manager should be appointed with clear roles and responsibilities. Such responsibilities should include for them to:

- **establish and communicate the following information to Parent(s):**
 - 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
 - Kit / equipment requirements
 - Cost implications – i.e. competition fee, spending / pocket money, any cost of transport

- Name and contact number of the person acting as the 'Club Home Contact'
 - Arrangements for food and drink
 - **ensure they have a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip for whom they have a duty of care**
 - Determine appropriate Staffing and Staff Training arrangements
 - Wherever possible a Club should appoint a Head Coach and Team (tour) Manager, with the Head Coach and Coaches taking responsibility for the training and competition management of the team and the Tour Manager (and any other Staff) taking responsibility for any other necessary support roles such as chaperones.
 - All members of Staff need to have a clear knowledge of their role and responsibility for the team.
 - All Staff must go through an Induction programme ensuring they understand the ECB "Safe Hands" Policy
 - **ensure that there is a 'Club Home Contact' – i.e. a member of the Club who is not travelling away, who will act as a contact point if required in an emergency situation and ensure that the 'Club Home Contact' is provided with the following information to enable them to fulfil their role should they need to do so:**
 - 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
- The Club Home Contact should be a member of the club who has been CRB checked.

Additional Guidance particular to trips that include an overnight stay

In addition to the information listed in the first section the appointed Team Manager should ensure that:

- **detailed planning for the trip takes place, including to:**
 - Identify suitable venues and facilities for both the Cricket and accommodation
 - Wherever possible, a visit to the tour facilities and venues should be made prior to the tour to enable an effective risk assessment to take place. (If this is not possible, then a risk assessment should be sought from the tour operators or facilities management in advance of the trip.)
 - Conduct a risk assessment
 - Sufficient planning is the key to the prevention of incidents. Conducting a risk assessment is an innate part of planning any trip.
 - Children must not be placed in situations which expose them to an unacceptable level of risk.
 - Analyse the insurance cover that is required
 - Clubs are advised to check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.
- When planning a trip it is important to allow sufficient time for all requirements to be completed.
- **contact is made with the staff at the accommodation, to:**
 - outline that all accommodation must be clean and with access to sufficient toilet and bathing facilities
 - confirm that it will not be acceptable:
 - for players to share a bed
 - for male and female players to share a room
 - for staff to share a room with players
 - for players of vastly differing ages to

- share a room
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected.)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure that the needs of player's with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- check the whereabouts of accommodation which will be allocated to the staff who are accompanying the party, so as to enable Players to be able to know which rooms the Staff are in and contact them if required
- where possible, ensure that rooms are not scattered around the hotel on different floors but grouped together
- discuss the club's code of conduct and discipline policy
- Ensure that all dietary requirements are catered for
- **a meeting is arranged with the Parents and Players to provide details of the trip, and communicate the following additional information to parents, doing so in writing:**
 - An itinerary giving as much detail as possible
 - the duration of the trip
 - Details of the accommodation with address and contact number
 - The names of all Cricket Staff
 - Codes of conduct for both Staff and Players
 - Emergency procedures and telephone contacts
 - Welfare and child protection procedures
 - Details of insurance
 - Date for paying deposit
 - Details of transport
- **the following written and signed Information from Parents / Guardians / Carers is obtained**
- Signed consent form accepting the code of conduct and detailing
 - Any specific medical information i.e. allergies, present medication
 - Special dietary requirements
 - Consent for emergency medical treatment
 - Agreement to pay the fee
 - Contact details have not changed
- **Players are prepared for touring**
- The Tour Manager and coaches should meet with the Players prior to the trip to agree:
 - Expectation of the Players
 - Clothing list
 - Codes of conduct / behaviour – this should be signed by all young players with their parents' permission
 - Their responsibility for their own property
 - Staff roles and responsibilities
 - Emergency procedures
 - Support if they become homesick, are unhappy, or need to speak to someone in confidence
- **The "Club Home Contact" is provided with the following additional information:**
 - Contact numbers for the accommodation
 - Telephone numbers for the Police local to the accommodation.
- **The following guidance and protocols are followed as needed during the tour:**
 - Concerning the general safeguarding and protection of players:
 - Whatever the accommodation, and throughout the tour, the Team Manager must be sure that the Players are safe.
 - Players must know the whereabouts of staff at all times, including which rooms the Staff are in and how to contact them if required
 - Staff must know they have a common

law duty of care to act as a prudent Parent would

- Concerning the medical welfare of players:
 - Medical details and relevant information must be carried by a member of Staff.
 - Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
 - Staff should have access to calling the emergency services and the minimum first aid provision.
 - A first aid kit should be carried
 - Staff must act in an emergency and take life saving action in extreme situations

- **If an emergency occurs, the Team Manager must:**
 - Establish the nature of the emergency and names of any casualties
 - Ensure the rest of the Team are safe and supervised
 - Ensure all members of the party are aware of the situation and are following emergency procedures
 - Ensure that a member of Staff accompanies any casualties to hospital
 - Notify the Police if necessary
 - Complete an ECB incident reporting form
 - Ensure that no one in the group speaks to the media. All media enquiries should be managed through the ECB Corporate Communications Dept. at Lord's
 - Contact the 'Club Home Contact' who will:
 - Contact Parents and keep them informed about the situation
 - Liaise with the Club Staff, and if necessary the ECB
 - Liaise with the media contact if applicable
 - Report the incident to the insurers

ECB Missing Child Guidelines

These missing child guidelines are a new addition to the Safe Hands Manual for 2007.

A child going missing could be an extremely traumatic event – for adults and for children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and even more critically, the missing child can hopefully be found in an organised and efficient way. Hopefully no child will ever go missing from your team / event. If they do, please remember most children are found within a few minutes of their disappearance.

ECB Missing Children Guidelines

If a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child. Remember that the child may contact the parents directly so this is very important.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to a nominated adult at a specific point.
- This nominated person should remain at this specific reference point and must be making a note of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as clothing the child was wearing and where / when they were last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police
- A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete.
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern always be guided by them in any further actions to take.
- At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and police if they are by then involved.
- All missing child incidents MUST BE notified at the very earliest opportunity to the Club WO, who must immediately notify the County WO, and they must then notify the ECB CPT.

ECB Guidelines on working with external partners

Some Cricket Clubs may work with local schools, community colleges, local authority sports development teams or other organisations to provide cricket coaching or facilities to the wider community. Some programmes of this kind are organised on a formal basis through the ECB, whereas others can be organised by clubs, or even by individual coaches.

If Clubs are looking to work, or are currently working with external partners in this way, it is vitally important that clubs have identified the responsibilities and expectations of each organisation in relation to safeguarding and supervision of children, including the need to ensure that appropriate insurance cover exists.

In order for the club to be able to demonstrate its duty of care, the Club Welfare Officer must ensure that the Club Committee has considered all of its obligations and duties before undertaking any partnership working of this kind.

More guidance on this subject, including some very important factors for clubs to consider are contained in this section of the Kit Bag.

For ECB organised programmes

(e.g. “The PESSCL Strategy”, “The Community Club Coaches Programme” and “A Chance to Shine”) there are already published protocols and specific guidance on working with children within each programme’s guidance notes.

Additionally, the PESSCL Strategy has its own reporting structure for concerns that supersedes the ECB standard reporting structure for incidents connected to the PESSCL Strategy. As stated above, the Club Welfare Officer must ensure that the Club Committee has considered all of its obligations and duties before undertaking the partnership or entering the programme.

For other programmes (i.e. those organised direct by clubs which are not part of an ECB programme)

Many clubs and coaches have informal arrangements with local Schools whereby

they go into schools on an ad-hoc basis, for the benefit of the school and the club.

When planning and undertaking this kind of activity, it is strongly recommended that coaches and their clubs consider:

- Qualifications
- Insurance
- Risk Assessments including First Aid procedures
- Avoidance of adults being alone with children
- Supervision of children
- Changing
- Transport to any games or facilities
- Photographs / Press coverage

The ECB Coach Education department has produced further guidance on working in schools

