



Steypning Cricket Club

Safeguarding Policy Document



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CHANGING ROOMS AND SHOWER FACILITIES POLICY:

These guidelines apply to adults and children, sharing changing facilities:

- Adults must not change, or shower at the same time using the same facilities as children
- If adults and children need to share a changing facility, they must do so at different times.
- Mixed gender teams must have access to separate male and female changing rooms.
- If children play for open age teams, they and their parents, must be informed of the Clubs policy on changing arrangements.
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in the changing rooms.

If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. It can be suggested instead that they may change and shower at home.



PHOTOGRAPHY, FILMING AND SOCIAL MEDIA BROADCAST:

Parents and carers should not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life. The introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in a club.

Please remember that photographs are considered 'personal data' in terms of Data Protection. Depending on the circumstance, consent from either the child, adult, or both should be sought before capturing, sharing or publishing images where a child can be identified, including posting on the club's website etc. In addition, as with all personal data you process, it should be processed in accordance with GDPR principles, and other relevant legislation and guidance.

It is also possible that if a picture and name was placed in the local paper, the club website etc, the information could be used inappropriately. For this reason, a child's picture and name should not appear together. There may be other reasons why individuals may not wish their child's photograph to be taken by someone they do not know personally, for example estranged parents looking to gain access to a child, or families that have fled abusive situations. Parents / carers must ALWAYS be offered the opportunity to withhold consent for photographs / filming of their child.

Regarding the club's policy relating to the use of cameras during matches, training sessions and on other club occasions the following guidelines will apply:

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. 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

- If no consent has been given for a child, then it is to be made known to the relevant person of the other team (e.g. coach/ team manager) so the appropriate person/s taking photographs for the other team is/are aware and can avoid taking photographs of that particular child
- The children should be informed 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 or safeguarding concern
- It is recommended that cricket tournaments/festivals/events/ competitions set up a camera registration book for parents to complete

The club as well as tournament/festival/event organisers should adhere to the appropriate guidelines relating to publishing of images as detailed below.

Regarding the use of images of children (for example on the web, in the media or in league handbooks), including broadcast on social media platforms:

- Ask for parental permission to use the 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 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, 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

Regarding the use of video as a coaching aid:

The ECB have no intention to prevent club coaches using video equipment as a legitimate coaching aid. However, club players and parents/carers should be aware that this is part of the coaching programme, and material taken in connection with coaching, must be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed. The parents/carers and children must provide written consent for the use of photography and video analysis.



USE OF SOCIAL MEDIA, TEXTS, APPS, E-MAIL AND MESSAGING SERVICE

The Relevant Codes of Conduct should apply online and in club text and e-mail communications.

Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but must be safely used as a promotional tool and a means of communication for the club.

Club Officials / Coaches / Managers

When using social media e.g. Facebook and Twitter accounts for promoting the club and cricket in general, this should be strictly in relation to training, coaching, matches, social events and cricket club only related activities. Any post on-line via the cricket-club related social media pages should conform to 'Safe Hands' policy and guidance. The club must ensure that any material it posts will not cause any personal distress or be seen as inappropriate for children.

The club must have consent before posting any personal information on-line. This includes photographs where an individual can be identified.

Texts, apps and emails: contacting Under 18 players

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

The club club officials/coaches/managers should try to make arrangements for under 18s via their parents or carers; this includes text and email or WhatsApp messages etc.

It is understood that in the case of over 16's this may not be ideal for the club or the parents. Under ECB guidelines, an acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17 year old receives the information directly.

If the club receives any responses that appear inappropriate they should be brought to the attention of the parent or carer. The club should not engage in individual text or email conversations with a 16 or 17 year old without their parent receiving the same messages from you. All contact with children should be in relation to coaching, matches and cricket-related activity.

Social Media: Do's and Don'ts for Club Coaches/Managers/Players

DO:

- Have separate social media accounts for cricket-club related and personal use.
- Keep club photos and personal information private.
- Apply the Codes of Conduct and appropriate professionalism to all behaviour on-line, by text and e-mail
- Obtain consent before posting any personal information on-line – this includes photographs where an individual can be identified.
- Remember the picture/no name guidance for under 18s

DO NOT:

- Send messages to juniors – make arrangement via their parents.
- Send private messages to children and young people via apps or social media.
- Invite or accept children and young people to become "friends".
- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.



Adult players in Open Age teams

Adult players in Open Age teams should be mindful of who may have access to material they share via social media, including Facebook, Twitter and other platforms.

If it is suspected that someone is using social media in an unsafe or inappropriate manner, their behaviour should be reported to the Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding Team – e-mail safeguarding@ecb.co.uk

If it is believed that an offence has been committed, or that someone's use of social media is placing a child at risk of harm, the police should be informed immediately.



TRANSPORT TO AND FROM MATCHES AND TRAINING SESSIONS POLICY

The Club will notify parents / carers that parents/carers are responsible for the safe delivery and collection of their children for matches or training.

Fixtures will appear on Play-Cricket to ensure parents and carers have the opportunity to make appropriate arrangements. The fixtures will also be clearly communicated to parents/carers well in advance of each match.

Coaches and managers are responsible for children in their care when attending fixtures and training sessions from the time the fixture or training session starts until the end of the fixture or training session.

It is not the responsibility of the coach or manager to transport, or arrange to transport the children to and from the club or match. The Club therefore is not registered or insured for the transportation of individuals to matches or practice sessions. If you make arrangements with another parent / guardian then you should inform the coach / team manager.

The Club must receive permission from parents/carers for children to participate in all competitions and away fixtures / events on the player profile form.



MANAGING CHILDREN AWAY FROM THE CLUB – AWAY FIXTURES

The following will be established and communicated to the parents and carers of the children. The guidance also applies to open age group teams where one or more players are under the age of 18:

- Why the trip is planned and what is its reason or purpose
- When the trip will take place – date and timings
- Destination and venue
- Contact details if different
- Kit and equipment requirements
- Details of match fees and any other costs

The Team Manager will ensure:

- The relevant emergency contact details and medical information is available
- A risk assessment is completed



MISSING CHILD POLICY

If a child goes missing, the following process should be followed:

1. Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
2. Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
3. 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
4. Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.
5. Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
6. Request all those searching to report back to a nominated adult at a specific point
7. This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police
8. 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
9. If the police recommend further action before they get involved, follow their guidance
10. If the police act upon the concern, always be guided by them in any further actions to take.
11. At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if, by then, they are involved
12. All missing child incidents MUST BE notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must notify the ECB Safeguarding Team



PLAYING IN ADULT MATCHES POLICY

Making the step up from junior to open age group cricket is a significant event in any player's cricket experience. The Club will ensure the player's safety, personal development needs and overall cricket experience are considered as follows:

- The Club will ensure it takes into account the regulations on age provided by the ECB.
- Each case will be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part at this level. However the ECB minimum age requirements will be adhered to.
- Juniors will be involved in all aspects of the game wherever possible: socialising, team talks, practice, decision making etc. so that they feel part of the team.
- Children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up.
- Opportunities will be provided for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game and this will be considered when picking the team.
- The team will be supported at all times, for all forms of effort even when children are not successful. The captain will try to put them in situations where they will experience some success and ensure plenty of praise and encouragement.
- The captain should inform the Umpires of under 18s in the side.

Duty of care will 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.

Captains can obtain the latest information on restrictions from either the Club Welfare Officer or Colts Manager and should check this before selecting a young player especially if they are under 18 years of age.



ANTI-BULLYING POLICY

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, incidents will be dealt with promptly and effectively. We are a TELLING club. This means anyone who knows bullying is happening is expected to tell someone who can do something about it.

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 take many forms:

- Emotional: being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti and/or 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 and teasing
- Cyber: bullying behaviour online or via electronic communication (email and text, social media etc) Misuse of associated technology, such as camera and video facilities

Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also 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 adults and children at the club 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 they will be supported when bullying is reported
- Bullying will not be tolerated. In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed

Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and 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 the 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 is a possibility and should be investigated.

Procedures

The club will use the following procedures with regards to anti-bullying:

- Report any concerns about bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police should be consulted - for example if there has been assault, harassment or theft
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly

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

Prevention

The club will aim to use 'Kidscape' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct (see guidance in ECB 'Safe Hands' Policy)
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters



WHISTLE BLOWING POLICY

The ECB is committed to maintaining 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 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, it is often the most vulnerable children who are targeted. These children need someone to safeguard their welfare. Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people. and/or 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, 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 whistle blowers 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 happens next?

- You should be given relevant information on the nature and progress of 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

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 the Club Welfare Officer, County Welfare Officer or the ECB Safeguarding 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

NEVER 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"
- "Someone else must have reported it already"

Who do I tell?

The first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter 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 Safeguarding Team by email on safeguarding@ecb.co.uk or telephone 020 7432 1200.

Alternatively you can also contact Public Concern at Work on 020 7404 6609 or whistle@pcaw.org.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 conclusion of investigations, although they may not be informed of the detail unless they would need this information in order to safeguard children.