

Foreword

Cricket is our national summer sport and is already enjoyed by millions of people throughout England and Wales, across all ages and from a hugely diverse range of backgrounds.

The England and Wales Cricket Board is firmly and enthusiastically committed to ensuring that Cricket provides a safe, friendly and enjoyable experience for Children and Vulnerable Adults in particular. The Welfare of Young People in Cricket Policy provides our sport with the tools to ensure that the whole game takes up the challenge of continuously improving the participation conditions for Children and Young People.

As the National Governing Body for Cricket we take our responsibility for the well-being of the game extremely seriously and we want everyone to have a positive experience whatever their involvement. This Policy will greatly enhance the value of our existing activities and practices throughout our extensive Club and Schools network and ensure that the many thousands of Coaches and Volunteers integral to our game are supported. Cricket will continue to offer wonderful opportunities in an environment where Boys, Girls, Vulnerable Adults, Coaches and Volunteers all feel safe and secure both now and in the future.

The Policy will be backed up by a comprehensive training and education programme, a structured implementation plan and a sensitive process to respond to concerns.

The ECB will review its Welfare of Young People Policies and procedures on an ongoing basis in line with the NSPCC Child Protection in Sport Unit and Sport England Action Plan and this document will be reviewed by October 2006.

Keith Pont
Director of Development

An endorsement on behalf of the NSPCC

Many children and young people are involved in Cricket and other sports every day. Some are able to gain sporting skills and knowledge; some gain confidence and take part in a healthy leisure activity and others are provided with competitive opportunities. It is to be hoped that all the children and young people who come into contact with sports organisations also receive care and attention, and that all organisations protect them from coming to any harm whilst they are working with them.

Although for the overwhelming majority of children this is the case, unfortunately it is not so for all. Very occasionally a young person is hurt through an accident which might have been prevented or by the deliberate action of someone who seeks to harm a child. Abuse is always traumatic for the child and, although most abuse happens in the home, sports organisations must accept that prevention of abuse is part of their duty to care for the children with whom they work, and amend their practice accordingly.

The NSPCC Child Protection in Sport Unit is committed to making sport a safer environment for children and young people. We do this by promoting the need for child protection policies and procedures to all involved in sport, by working with sport and other organisations to establish high standards of practice.

Cricket offers young people a healthy lifestyle and opportunities for personal development, fun and friendship. It is important that we give all young people the experience of enjoying the benefits of sport. As we develop sporting activities, it is vital that we develop safety mechanisms to ensure young people enjoy their sport without being exposed to harm.

The NSPCC Child Protection in Sport Unit is pleased to endorse Crickets work that has been undertaken in relation to the safety and welfare of children involved in its activities. The child protection policy and procedures adopted by the England and Wales Cricket Board will make a significant contribution to safeguarding the children and young people participating in its sports activities.

Steve Boocock

Child Protection in Sport Unit Director

October 2003

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Acknowledgements

The ECB has drawn on work from a number of organisations in the development and production of the Welfare of Young People in Cricket Policy and thanks them for their support and kind permission for use and adaptation of materials:

- **England Netball Association**
- **Amateur Swimming Association**
- **British Canoe Union**
- **British Triathlon**
- **British Weight Lifting Association**
- **Federation of Artistic Roller Skating**
- **Rugby Football Union**
- **The Football Association**

The ECB has also used sportscoach UK's Child Protection Policy and Implementation Procedures - *Guidelines for Governing Bodies of Sport and Local Authorities*. All materials used are reproduced by kind permission of sportscoach UK. All rights reserved. Sportscoach UK subscription and membership services provide a range of benefits to Coaches, including insurance and information services. For further details please ring 0113 274 4802 or visit www.sportscoachUK.org

Thank you to the NSPCC Child Protection in Sport Unit and Vicky Bailey, Delphinus Sport, for all of their support and work in the production of this policy.

Glossary

ACPC	Area Child Protection Committee
CPSU	Child Protection in Sport Unit
ECB	England and Wales Cricket Board
NSPCC	National Society for the Prevention of Cruelty to Children
Umpires	Umpires and Scorers

1.0 Policy Statement

1.1 Introduction

The England and Wales Cricket Board Ltd (ECB) is committed to ensuring that all Young People¹ who play Cricket have a safe and positive experience.

The ECB is committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for Young People. It is committed to ensuring that there are correct and comprehensive reporting procedures, by promoting good practice and sound recruitment procedures for all individuals working within Cricket. The ECB recognises that it is not the responsibility of those individuals working in Cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

This policy sets out a framework to fulfil the ECB's commitment to good practice and the protection of Young People in its care within Cricket.

A variety of titles have been used within this Policy document to describe the people working in Cricket, such as 'Staff', 'Official', 'Volunteer', 'Team Manager' etc. This Policy applies either directly or indirectly to all individuals working within Cricket (in a paid or voluntary capacity) according to their level of contact with Young People in Cricket. If you have any doubt as to its relevance to your role please contact the ECB Welfare Case Officer.

Underpinning Principles

- All Young People within Cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected
- All Young People participating in sport and in particular Cricket, have a right to do so in a safe environment
- Adults working within Cricket will provide a safe, positive and fun Cricketing experience for Young People
- Adults - Volunteers, Coaches, Umpires and Scorers will understand and be supported in their role and responsibility with regard to the Duty of Care for Young People
- Individuals will receive support through Education and Training, to be aware of and understand best practice and how to manage any welfare issues which may come to light

¹ Young People throughout this document refers to those aged under 18 years

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- All County Boards and Affiliated Clubs will adopt the ECB *Welfare of Young People Policy* and be supported to do so through Education and Training
- All suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately
- ECB recognises the responsibility of the statutory agencies and is committed to complying with the Local Area Child Protection Procedures
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within Cricket to report any concerns

2.0 Duty Of Care And Welfare Of Young People

2.1 Duty of Care

All Young People have a right to be safe and enjoy their Cricket. All County Boards and Clubs therefore have a duty of care to all Young People participating in Cricket. From a Cricket point of view it is defined as:

The duty an Individual, Organisation, Club or County Cricket Board has to ensure the safety and welfare of any Young Person involved in related activities, to safeguard them and protect them from reasonably foreseeable forms of harm.

2.2 Practical ways of ensuring that you meet your Duty of Care

There are key policies and procedures that you should adopt and develop as a County Board or Club, to ensure that all practical steps have been taken to safeguard the Young People in your care.

The *Welfare of Young People Policy* provides the core elements; a framework and resources to support you to meet your duty of care. By adopting and implementing this policy, your Club will be ensuring that the environment for Young People is safe and fun.

3.0 Good Practice, Poor Practice and Abuse

3.1 Introduction

It is important that all individuals working with Young People behave in an appropriate manner, operating within an accepted ethical framework. This will protect both the Young People and the Adults within Cricket.

The following section provides guidelines on acceptable and unacceptable behaviour when working with Young People. The guidelines are relevant to all Adults (Coaches, Teachers, Umpires, Team Managers, Volunteers and Parents) working with Young People.

3.2 Principles of Good Practice

- Ensure that Cricket is fun, enjoyable and fair play is promoted
- Treat all Young People equally, with respect and dignity
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of Young People
- Always put the welfare of each Young Person first, before winning or achieving goals
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment, e.g. no secrets)
- Build a balanced relationship based on mutual trust, which empowers Young People to share in the decision-making process
- ECB adopts Home Office guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16-17 year olds or vulnerable adults in their care
- Recognise the developmental needs and capacity of Young People, avoiding excessive training or competition and not pushing them against their will
- Give enthusiastic and constructive feedback, rather than negative criticism
- Ask each participant to complete a Player Profile Form (Appendix 11, page 78) providing details on:
 - name, address, date of birth
 - experience of playing Cricket
 - any medicines being taken
 - existing injuries
 - emergency contact details of a Parent or Carer
- Ensure the information on the Player Profile Form is to hand, in case of emergency

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- Keep a written record of any injury that occurs, along with the details of any treatment given
- Ensure that if any form of manual/physical contact is required, it should be provided openly and according to guidelines provided by the ECB
- Keep up to date with the technical skills, qualifications and insurance in Cricket. If you are a coach, maintain your membership of the ECB Coaches Association and your Coach License, to ensure you are insured and up to date
- If groups have to be supervised in the changing rooms, always ensure Parents/Teachers/Coaches/Officials work in pairs
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of Staff
NB. Same gender abuse can also occur
- Ensure that at tournaments or away/overnight fixtures, Adults do not enter Young People's rooms without following appropriate guidelines, or invite Young People into their rooms
- Ensure that there is regular communication with Parents/Carers, gaining written consent:
 - to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment (see Appendix 11, page 78)
 - to take Young People away to a tournament (See Appendix 11, page 78) (see section 6, page 34, Managing Young People away from the Club)

3.3 Poor Practice

The following practice will place Young People and those working with them in a vulnerable position and is deemed to be poor practice. If poor practice is identified through a complaint or referral, this may result in an investigation by the ECB and disciplinary action in terms of the ECB Complaints and Discipline Procedure.

All individuals working with Young People should avoid the following practice. You should NEVER:

- Spend time alone with Young People away from others
- Take Young People to your home where they will be alone with you

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- Transport Young People in your car alone
- Transport Young People if you are an unregistered driver (see Appendix 13, page 86, Private Vehicle registration form)
- Engage in rough, physical or sexually provocative games
- Share a room with a Young Person
- Allow or engage in any form of inappropriate touching or physical abuse
- Allow Young People to use inappropriate language unchallenged
- Make sexually suggestive comments to a Young Person, even in fun
- Reduce a Young Person to tears as a form of control
- Allow allegations made by a Young Person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for Young People that they can do for themselves

If any of the above, or the following incidents occur or are observed, you must report them to the Club or County Board Welfare Officer and make a written note of the event using the ECB Welfare Incident Form (see Appendix 9, page 72) and inform Parents wherever possible if:

- You accidentally hurt a Young Cricketer
- A Young Person seems distressed in any manner
- A Young Person appears to be sexually aroused by your actions
- A Young Person misunderstands or misinterprets something you have done

3.4 Codes of Conduct

The Codes of Conduct² adopted by the ECB are based on the principles of good practice and Home Office guidance in "*Caring for Young People and the Vulnerable? - Guidance for Preventing Abuse of Trust*", 1999, which protects those working with Young People or Vulnerable Adults against sexual activity within relationships of trust.

Adults working with Young People in Cricket, in particular Coaches and Team Managers, are in a relationship of trust. This can be described in broad terms as one party (the Adult) having responsibility for another party (the Young Person/People) in a way which gives the Adult power or influence over the Young Person. It is not acceptable for a person in a position of trust to have a sexual relationship with anyone in his/her care. ("*Caring for Young People and the*

² The ECB has adopted the sports coach UK Code of Conduct for all Coaches

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Vulnerable? - Guidance for Preventing Abuse of Trust”, Home Office, 1999)

The ECB requires all Coaches, as part of their membership of the ECB Coaches Association and their Coach Licensing Scheme, sign up to and adhere to the Code of Conduct. If this is breached, Coaches may face disciplinary action.

All Umpires and Scorers and Volunteers will also be asked to sign up and adhere to Codes of Conduct. If these are breached, individuals may face disciplinary action.

APPENDIX 1, page 48 provides a Code of Conduct, which should be adopted and adhered to by all Cricket Volunteers and Staff. All clubs adopting the code need to ensure the following:

- All Club Members understand the Code of Conduct
- All Club Members are familiar with the policies and procedures if the Code of Conduct is not adhered to
- The Club Constitution reflects the adoption and management of the Code of Conduct and any relevant procedures, for example the ECB Complaints and Discipline Procedure

3.5 Guidance for Parents/Carers

A good coach will build a strong trusting bond with his/her Young Cricketers and this is essential in a successful Coach/Player relationship. However we advise that you check the following:

- The Club/County Board has adopted the ECB *Welfare of Young People Policy*
- Coaches and Volunteers are carefully recruited and suitably qualified
- Coaches/Volunteers/Umpires have been screened to check their suitability to work with Young People (see section 4, page 20, Recruitment and Selection of Cricket Staff, Coaches, Umpires and Volunteers)
- Coaches and Volunteers are working to a Code of Conduct
- The Club/County Board offers regular training to Staff and Volunteers
- There are clear guidelines with regard to arrangements for travelling to events
- Parents are encouraged to become involved
- Young People are encouraged to talk to you about their experiences of Cricket and their Club and ensure they know how to voice their concerns if they are not happy about any situation

3.6 Guidance for the Appointment of Umpires and Scorers

Where Clubs/County Boards or Leagues are appointing an Umpire and/or Scorer for their games involving Young People, it is advisable to check the following:

- The Umpire/Scorer is qualified and holds relevant current insurance and for example is a member of the Association of Cricket Umpires and Scorers
- The Umpire/Scorer has been through an appropriate recruitment process
- The Umpire/Scorer has been screened to check his/her suitability to work with Young People
- The Umpire/Scorer is working to a Code of Conduct

3.7 Guidelines on Photography and Use of Video

The ECB is keen to promote positive images of Young People playing Cricket and is not banning 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 Young People.

It is advisable that all County Cricket Boards, Cricket Clubs and Event organisers adhere to the appropriate guidelines detailed in (see Appendix 2, page 50, Guidelines for Photography).

Use of images of Young People, for example on the web, in the media or in league handbooks

- Ask for parental permission to use their child's image. This ensures that they are aware of the way the image is to be used to represent Cricket
- Ask for the Young Cricketer's permission to use his/her image. This ensures that he/she is aware of the way the image is to be used to represent Cricket
- If the Cricketer is named, avoid using his/her photograph
- If a photograph is used, avoid naming the Young Cricketer
- Only use images of Young Cricketers in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the Young Cricketers
- Encourage the reporting of inappropriate use of images of Young People. If you are concerned, report your concerns to the County Board or Club Welfare Officer

Using Video as a coaching aid: There is no intention to prevent Club Coaches using video equipment as a legitimate coaching aid. However, Players and their

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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 Young People must provide written consent for the use of photography and video analysis. (see Appendix 2, page 50)

3.8 Guidelines on Changing

- Players aged 10 and under must be supervised at all times in changing rooms by two members of Staff of the same gender as the Players
- Adults working with young teams, including Volunteers, Coaches, Umpires or Staff, should not change or shower at the same time using the same facility as Young Players (under 16).
- Mixed gender teams must have access to separate male and female changing rooms
- If Young Players (under 16) play for Adult Teams, they and their Parents must be informed of the Club's policy on changing arrangements (see Appendix 14, page 88, Guidelines for Club Changing Policy)
- If Young People are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.
- If your Club has disabled players, involve them and their Carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required

3.9 Guidelines on Transportation

Within your Club you need to develop and inform Parents of your transport policy i.e. the dropping off and collecting of Young People at the Club.

The following principles will help underpin the policy:

- Coaches and Club Staff will be responsible for Young People in their care when on the Club premises
- It is the responsibility of Parents/Carers to transport their child/children to and from the Club
- It is not the Coach's or Volunteer's responsibility to transport the Young People to and from the Club
- The Club must receive permission from Parents/Carers for Young People to participate in all competitions and away fixtures/events (See section 6, page 34 for further guidance)

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- The Club will provide a timetable of activities at the beginning of a season and notify Parents/Carers in writing where practically possible of any changes to this timetable
- The Club will require contact numbers for Parents/Carers and any alternative numbers if they are not contactable on the numbers provided
- The Club will provide the Parents/Carers with a contact number which may be used if the Parents/Carers will be late in collecting their child/children
- If a Parent/Carer is late the Club will:
 - Attempt to contact the Parent/Carer
 - Check the Club contact number for any information regarding the Young Person
 - Contact the alternative contact name/number
 - Wait with the Young Person at the Club with, wherever possible, other Staff/Volunteers or Parents
 - Remind Parents/Carers of the policy relating to late collection
 - If Parents/Carers remain uncontactable, Staff will need to report the situation to Social Services or the Police
- Staff/Volunteers should avoid:
 - Taking the Child home or to any other location
 - Asking the Child to wait in a vehicle or the Club with them alone
 - Sending the Child home with another person without permission

3.10 Use of Alcohol and Illegal Substances

Whilst actively working with Young People ALL Adults must adhere to the Code of conduct. If an Adult is reported to have breached the code of conduct, with regard to the use of alcohol, cigarettes or illegal substances, he/she will be investigated under the ECB complaints and discipline procedures.

Within a Club setting or on away fixtures or tours, it is inappropriate and it is illegal for Adults, Coaches, Volunteers, Umpires or Scorers to allow Young People to consume alcohol, smoke (under the age of 16), or take illegal or banned substances. If a report is received with allegations of this taking place, the individuals will be seen to have breached the code of conduct and will be investigated under the ECB disciplinary procedures.

3.11 Indicators of Abuse

Not all situations that give cause for concern may be a breach of Code of Conduct or poor practice. Some incidents may be suspected child abuse, either within or outside Cricket.

The definitions of abuse are detailed in (see Appendix 3, page 54). Indications that a Young Person may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The Young Person describes what appears to be an abusive act involving him/her
- Someone else (a Young Person or Adult) expresses concern about the welfare of another Young Person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of Adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other Young People
- Displays variations in eating patterns, including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example bereavement. Parents/Carers must inform the Coach, Club or Volunteer of any significant changes which may affect the behaviour of their child.

It is not the responsibility of those working in Cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns. (see section 5, page 24)

3.12 Bullying and Harassment

(See Appendix 4, page 56, Anti-Bullying Policy)

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision - on the way to and from school, at a sporting event, in the playground and in changing rooms.

The competitive nature of Cricket can create or support an environment for the bully. The bully in sport can be:

- A Parent who pushes too hard
- A Coach who adopts a "win at all costs" philosophy
- A Young Player who intimidates inappropriately
- An older Player who intimidates inappropriately
- An Official who places unfair pressure on a Young Person.

Bullying can be defined in the following ways:

- Physical: e.g. hitting, kicking and theft
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures
- Written: e.g. graffiti, letter or mobile text messaging
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring
- Sexual: e.g. unwanted physical contact or abusive comments

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to Young People, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a Young Person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, being clingy, depressed, tearful, and emotionally up and down, showing reluctance to go to school, training or sports Club
- A drop off in performance at school or standard of play

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- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions
- Drop out of a newer member

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that bullying or harassment is actually taking place.

It is not the responsibility of those working in Cricket to decide that bullying or harassment is occurring, but it is their responsibility to act on any concerns. (see section 5, page 24)

4.0 Recruitment and Selection of Cricket Staff, Coaches, Umpires and Volunteers

4.1 Introduction

As normal good practice and to prevent unsuitable people from working within Cricket, all Counties and Clubs will adopt a recruitment and selection policy for all Staff and Volunteers.

The following provides the key steps to ensuring that the appropriate Adults are working with Young People in Cricket:

4.2 Planning

- Write a clear job description, detailing the roles and responsibilities of the post and the expectations of the County Board/Club.
The ECB Volunteers Manual provides a framework and examples of standard job descriptions for roles within the Club
- Write a person specification detailing the qualifications and experience required
- Ensure there is an application form to suit the need of the County Board/Club to get information about the potential post holder - (see Appendix 5, page 58, Volunteer Application Form/Self Disclosure Form)
- Prepare a small pack for any candidates enquiring about an advertised job/ or opportunities for work within the County/Club. The pack should include:
 - Job description and person specification
 - County Board/Club Policy on the Welfare of Young People in Cricket
 - County Board/Club Codes of Conduct
 - Application form

4.3 Application

All Candidates must complete an application form, which includes:

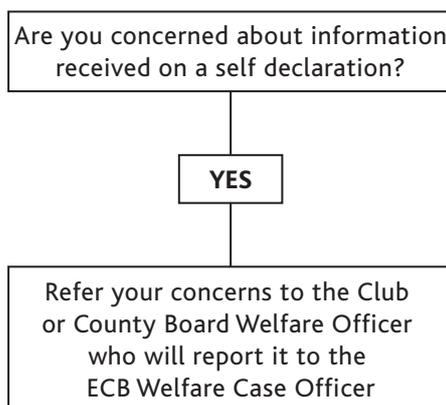
- Name, address and the right to work e.g. through a national insurance number
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in Sport/Cricket (to confirm experience and identify any gaps)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with Young People (previous employer)
- Details of any former involvement with Cricket

Recruitment and Selection of Cricket Staff, Coaches, Umpires and Volunteers

4.4 Checks and References

- When you have short-listed candidates, they must complete a Self Declaration Form prior to the interview. Prior to an offer of appointment a Criminal Records Bureau (CRB) form must be completed (see Appendix 6, page 66, Self Declaration Form)
- ECB reserves the right to verify information received through a Criminal Records Bureau check, for example with agencies such as social services and the police
- All short-listed applicants should be given a copy of the ECB Code of Conduct. It should be made clear that a condition of appointment is that the applicant must sign up and adhere to the Code and that the outcome of any breach of code could result in disciplinary action
- A minimum of two written references should be taken up and at least one should be related to former work with Young People. If an applicant has no experience of working with Young People, training is strongly recommended. Written references should always be followed up and confirmed by telephone (see Appendix 6, page 66, ECB Reference Form)

If you have concerns regarding information received on a SELF DECLARATION



4.5 Interview and Induction

All candidates, paid or voluntary, who meet the minimum requirements detailed in the person specification, must attend an interview according to acceptable protocol and recommendations³.

³ Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication "Employment Matters" and the scUK publication "Investing in Coaches - A Guide to Local Coaching Development" (both available from Coachwise Ltd on 0113 231 1310).

Recruitment and Selection of Cricket Staff, Coaches, Umpires and Volunteers

All Staff must receive an induction, which includes:

- Verification of their qualifications as a Coach/Umpire
- The completion of a profile to identify training needs/aspirations
- Signing up to the ECB Code of Conduct
- Clarification of the expectations, roles and responsibilities of the job (e.g. through a formal or informal work programme or goal-setting exercise)
- An explanation of Welfare of Young People policies and procedures and the establishment and meeting of training needs within set timescales
- An introduction to County Board/Club colleagues and members

4.6 Training

Checks are only part of the process to protect Young People from possible abuse or poor practice. Appropriate training will enable individuals to:

- Recognise their responsibilities with regard to their own good practice
- Report any suspected poor practice/concerns of possible abuse
- Understand how to manage disclosures from a Young Person
- Ensure that they fulfil their role within the duty of care for Young People

The ECB requires all Coaches and recommends all other individuals working with children, paid and voluntary, to attend the following training:

- Good Practice and Child Protection (GPCP) Workshop every three years (either sports coach UK or Cricket specific)
- *Designated Persons* training, with the prerequisite that GPCP has been attended, for all nominated Welfare Officers

4.7 Supervision and Monitoring

All Staff working with Young People, paid or voluntary, will need to be managed or supervised with regard to the work they do within Cricket. At regular intervals, all Staff or Volunteers should be given the opportunity to receive feedback, to identify training needs and set new goals. Managers should promote good practice and be sensitive to any concerns about poor practice or possible abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Recruitment and Selection of Cricket Staff, Coaches, Umpires and Volunteers

4.8 Complaints Procedure

The ECB has introduced a Complaints and Discipline Procedure to deal with any formal complaints and/or appeals. The procedures are available for Coaches, Umpires, Volunteers and Parents to see on request from the ECB Welfare Case Officer at Lord's.

5.0 Responding to Disclosure, Suspicions and Allegations

5.1 Introduction

The ECB has developed a system for individuals to report any concerns or issues that they may have relating to a Young Person at their Club or under their care.

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

- In response to something a Young Person 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

5.2 Welfare Officers and Referral Management Group

To ensure that appropriate action is taken when there is suspected abuse, bullying or poor practice, the ECB:

- Has trained and appointed a National Welfare Case Officer based at Lord's
- 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 and Affiliated Clubs (working with Young People) to recruit, appoint and train a Welfare Officer, who will receive training through the ECB Education and Training Strategy (see Appendix 7 and 8, page 68 and 70, Club/County Board Welfare Officer Job Description)

5.3 Reporting procedures

Working in an Affiliated Club - you must report your concerns or any information received to the Club Welfare Officer, who will refer the matter to the County Board and/or the ECB Welfare Case Officer

Responding to Disclosure, Suspicions and Allegations

Working in a school - you must inform the designated teacher, who will follow the Area Child Protection Committee (ACPC) procedures

Working on a Local Authority Programme - you must inform the Sports Development Officer or nominated person, who will follow the ACPC procedures

Working in a Local Authority Facility - you must inform the Sports Development Officer or the Facility Manager, who will follow the ACPC procedures

Working on behalf of the County Board - you must inform the County Board Welfare Officer, who will refer the matter to the ECB Welfare Case Officer

If an incident is reported under any of the above situations, ensure that the County Board Welfare Officer is made aware of the situation

If the Club, County Board or ECB Welfare Case Officer is not available, you must avoid delay and seek advice from the local Social Services, the Police, the Area Child Protection Committee (ACPC) or the NSPCC. As soon as possible inform the ECB Welfare Case Officer and explain action taken to date.

5.4 Responding to a disclosure

You need to always:

- Stay calm
- Keep an open mind
- Listen carefully to what is said and take the Young Person seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others - do not keep secrets
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Reassure the Young Person 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 Young Person's own words as soon as possible. Use the ECB Incident Report Form (see Appendix 9, page 72, ECB Welfare Incident Form)
- Report the incident to the Club/County Board Welfare Officer or ECB Welfare Case Officer

Responding to Disclosure, Suspicions and Allegations

5.5 Reporting concerns

There may be occasions where there are concerns with regard to a Parent/Carer i.e. concerns which are outside Cricket. Other concerns may relate to Volunteers within Cricket i.e. concerns within Cricket.

If you have concerns regarding:

- A Parent or Carer *concerns outside Cricket*
- A member of Staff or Volunteer *concerns within Cricket*
- Information received through a Self Disclosure

You must follow the reporting procedures on pages 31 and 32

5.6 Dealing with Alleged Abuse

All of the Welfare Officers and the Referral Management Group will have received training to support their respective roles. However it is not their responsibility to decide if a referral is child abuse. If there is any concern or doubt, the information received will be shared with either Social Services or the Police.

Social Services are legally bound to make enquiries with regard to referrals. They will always work in partnership with the Police, as necessary. Their primary duty is to safeguard and ensure the welfare of the Young Person and to work within the Area Child Protection Committee Procedures.

Where there is a complaint of abuse against a member of Staff or Volunteer, there may be three types of investigation:

Disciplinary or misconduct - the ECB is involved

Criminal - the Police are involved

Child protection - Social Services are involved (possible involvement by the Police)

5.6.1 Area Child Protection Committees

Local Authorities, in exercising their Social Services functions, should ensure that there is an Area Child Protection Committee (ACPC) covering their area, which brings together representatives of each of the main agencies and professionals responsible for helping to protect Children from abuse and neglect. The ACPC is a multi-agency forum for agreeing how the different services and professional groups should co-operate to safeguard Children in that area, and for making sure that arrangements work effectively to bring about good outcomes for Children.⁴ Some of the specific responsibilities of an ACPC are:

⁴ Taken from 'Working Together to Safeguard Children' Department of Health 1999

Responding to Disclosure, Suspicions and Allegations

- To develop and agree local policies and procedures for inter-agency work to protect Children, within the national framework provided by this guidance
- To ensure that there is a level of agreement and understanding across agencies about operational definitions and thresholds for intervention
- To improve local ways of working, in the light of knowledge gained, through national and local experience and research and to make sure that any lessons learned are shared, understood, and acted upon
- To communicate clearly to individual services and professional groups their shared responsibility for protecting Children, and to explain how each can contribute
- To help improve the quality of child protection work and of inter-agency work through specifying needs for inter-agency training and development, and ensuring that training is delivered
- To raise awareness within the wider community of the need to safeguard Children and promote their welfare and to explain how the wider community can contribute to these objectives.

5.6.2 ECB Role

If the referral relates to incidents of child abuse outside Cricket:

- The ECB Welfare Case Officer will notify the local Social Services or Police
- No further action will be taken under ECB procedures
- The ECB may need to explore any support required for the Young Person and person making the referral. This will be in partnership with the appropriate agencies (see page 32 for Quick Reference Reporting)

If the referral relates to incidents of child abuse within Cricket:

- The ECB Welfare Case Officer, in consultation with the ECB Child Protection Advisor, will notify the local Social Services or the Police
- The ECB Welfare Case Officer will notify the Referral Management Group (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 Social Services or Police
- A full investigation will be conducted under the ECB complaints and discipline procedure on advice from Social Services and/or the Police, pending the outcome of any Social Service or Police investigation (see page 31 for Quick Reference Reporting)

Responding to Disclosure, Suspicions and Allegations

5.7 Dealing with Poor Practice, or Breach of Code of Conduct

If allegations against another member of Staff or Volunteer constitute poor practice or breach of code of conduct, the ECB will manage the incident as misconduct. The RMG will either:

- Communicate a written warning to the individual, with a copy to the County Board/Club Welfare Officer
- Instigate a full investigation under the ECB Disciplinary Procedures

5.8 Dealing with Bullying and/or Harassment

The same procedure will be followed if bullying or harassment is suspected. (see Appendix 4, page 56, ECB Anti-Bullying Policy)

5.9 Informing Parents

Advice and guidance will be sought by the ECB Welfare Case Officer/Referral Management Group from the local Social Services Officer with respect to consulting with Parents.

5.10 Recording the Incident and Confidentiality

(see Appendix 9, page 72, ECB Welfare Incident Form)

Information passed to the Social Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information needs to include the following:

- Details of the Young Person i.e. age/date of birth, address, race, gender and ethnic origin
- Details of the facts of the allegation or observations
- A description of any visible bruising or other injuries
- The Young Person's account, if it can be given, of what has happened and how
- Any bruising or other injuries that have occurred
- Witnesses to the incident(s)
- 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

Responding to Disclosure, Suspicions and Allegations

Reporting the matter to the Police or Social Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Services department must be confirmed in writing within 24 hours. A record must also be made of the name and designation of the Social Services member of Staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information should be sent to the ECB Welfare Case Officer.

Confidentiality

The legal principle that the 'welfare of the child is paramount' means that the considerations which might apply to other situations in the organisation should not be allowed to over-ride the right of Young People 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.

Information will be stored in a secure filing cabinet at the ECB Offices at Lord's, with limited access to designated people, in line with data protection laws.

5.11 Whistleblowing

If you have a concern with regard to the behaviour of an adult towards a Young Person, it is important that you share your concerns with the ECB Welfare Case Officer.

All information received and discussed will be treated in confidence and only shared with those individuals within the ECB who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Social Services or the Police.

All concerns will be taken seriously and managed accordingly within the policies and procedures for the Welfare of Young People in Cricket.

5.12 If an allegation is made against you

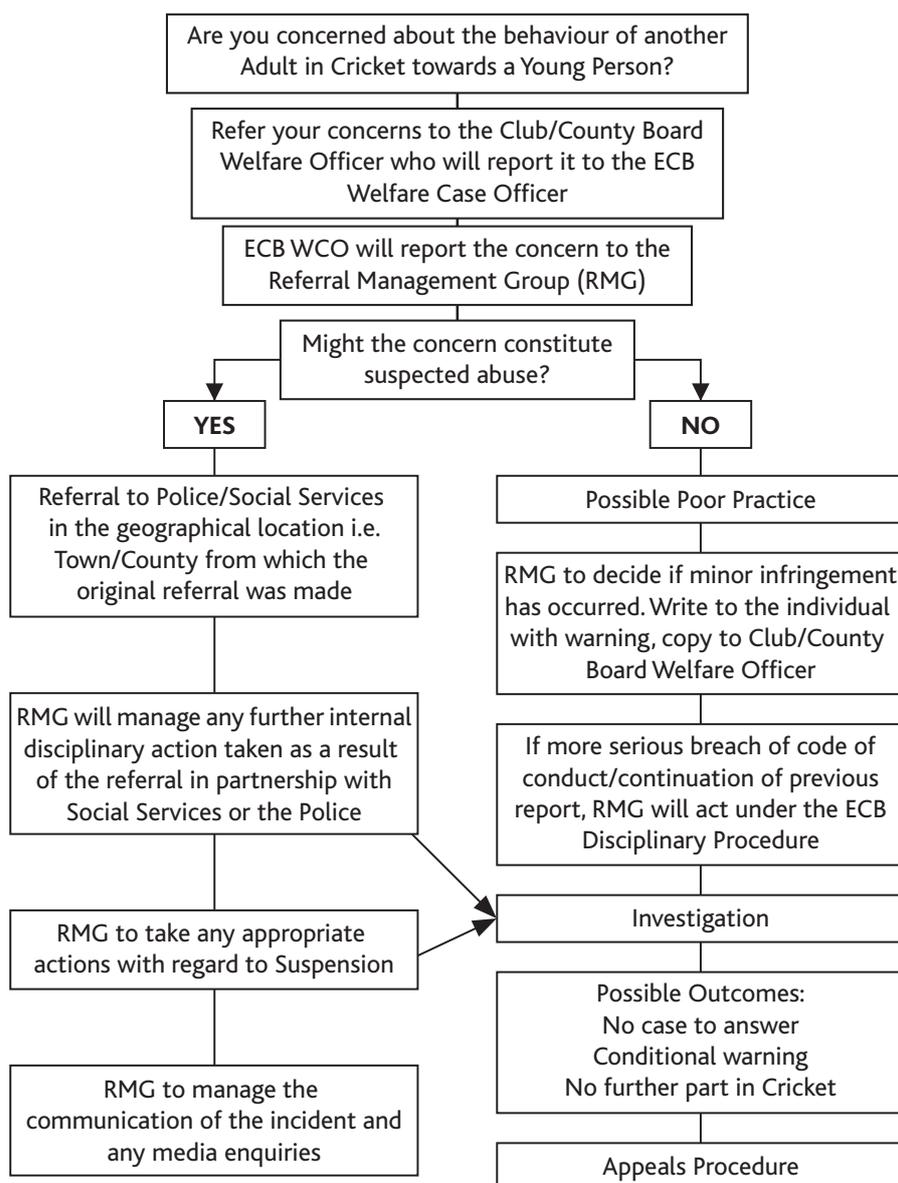
Any concerns involving the inappropriate behaviour of an Adult towards a Young Person will be taken seriously and investigated. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to stop working with Young People in Cricket. This may result in suspension from activity within Cricket whilst a full investigation is carried out. This is to protect all parties involved.

On completion of the investigation, depending on the outcome, the ECB will assess the appropriateness of you returning to work with Young People in Cricket and how, if applicable, this will be managed.

The ECB will assess, on a case-by-case basis, any support needed for the person who has allegations made against them. They may choose to appoint an independent officer to provide support to the accused.

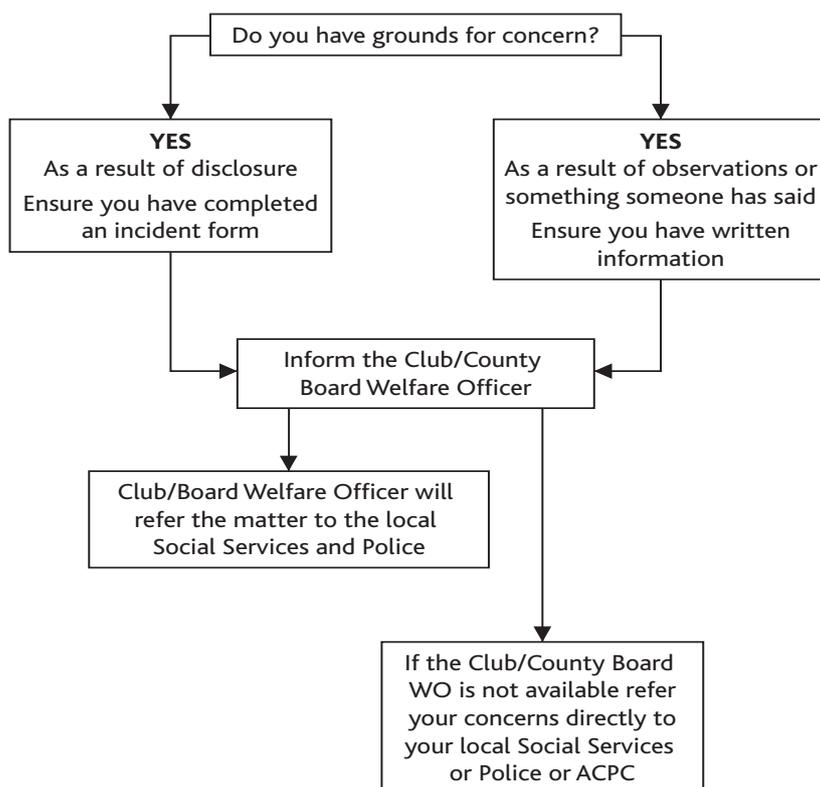
5.13 Quick Reference Reporting

If you are reporting concerns which are WITHIN CRICKET, i.e. in your Club or Cricketing environment



Responding to Disclosure, Suspicions and Allegations

If you are responding to concerns, allegations or suspicions of suspected abuse
OUTSIDE CRICKET:



NSPCC 24 Hour Child Protection Helpline

0808 800 5000

Textphone

0800 056 0566

NSPCC Cymru/Wales Child Protection Helpline

0808 100 2524

(Mon- Fri 10am - 6pm)

NSPCC Asian Child Protection Helpline

0800 096 7719

6.0 Managing Young People Away from the Club

This section has been written and adapted from "Safe Sport Away - A Guide to Good Planning" with kind permission of the ASA and NSPCC.

(see Appendix 10, page 76, Parental/Carers Consent Form for Cricket Tours)

6.1 Introduction

More often than not Clubs will be involved in competition either through a League or friendly matches. When taking a team away from the Club to play in a game/competition, consideration and planning needs to be paramount to ensure the duty of care for the Young People within the team is fulfilled.

If you are hosting a fixture, the policy for the duty of care of your team will be more or less the same as for a Coaching/Club session.

6.2 Away Fixtures

6.2.1 Planning

The following section provides guidance on planning and taking a team to an away fixture for the day. It does not include overnight stays - (see section 6.3, page 40)

Good Practice:

- Appoint a Team Manager with clear roles and responsibilities
- Ensure you establish where and when the fixture is
- Ensure you have sufficient Staff to manage and look after the Young People - (see section 6.2.4, page 37)
- Ensure that you have written permission from the Parents/Guardians or Carers for transporting and supervising their sons/daughters whilst in your care
- Ensure that the Team has agreed to act within the ECB Code of Conduct
- Ensure that all Staff who are responsible for Young People within the team have been recruited and checked, in accordance with the ECB *Welfare of Young People Policy* (see section 4, page 20, Recruitment and Selection of Cricket Staff)
- Ensure that a risk assessment is conducted
- 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

Managing Young People Away from the Club

There are three ways of managing this:

- A letter to Parents with a permission form each time you are on an away game (see section 6.2.2)
- A letter to the Parents at the beginning of the season, detailing all away games, pick up and drop off points (e.g. the Club, times, location of game, who the Club Coaches are, who the Club Volunteer drivers are, other than Parents) asking Parents to sign a permission form for the season. If any of the arrangements change, once written consent is given, where practically possible you should write to the Parents and inform them of appropriate changes (see section 6.2.2)
- Parents to be solely responsible for transportation of Young People to and from away games

6.2.2 Communicating with Parents

The following information needs to be clarified and communicated to Parents and the team when travelling to a fixture for the day:

- Method of transport
- Pick up point
- Time of departure
- Time of return
- The destination and venue
- Competition details
- Name of Team Manager and Coaches responsible for the team/s
- Contact details for the Team Manager and Coaches
- Contact details and any medical information for the members of the team
- Kit requirements
- Cost implications i.e. cost of transport, competition fee and pocket money required

6.2.3 Transport

Private Cars

The ECB recognises that Junior/Youth Cricket exists on the support of Volunteers and Parents and that often private cars are used as a form of transport to away fixtures.

The ECB strongly advises that private cars, other than those of Parents, are not used by Coaches, Club Volunteers, Team Managers, Umpires and Scorers to

Managing Young People Away from the Club

transport Young Cricketers at any time, either to and from a training session, or to away fixtures.

If, for any reason, this is the ONLY feasible method of transport, the following guidelines must be followed:

- Drivers must register their vehicle with the Club (see Appendix 13, page 86, Private Vehicle Registration Form)
- Drivers must ensure the safety of passengers
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit
- Drivers must be aware of their legal obligations when transporting Young Cricketers
- Parents/Guardians or Carers must give written permission if their Child/Children are being transported in another Adult's car (see section 6.2.1, page 34)
- Clear information on the expected time of departure and arrival needs to be communicated to relevant people i.e. Parents/Guardians or Carers
- Drivers should not be alone with a Young Person in the car at any time. If this situation arises, drivers need to ensure that the Young Person is in the back of the car
- The driver must have complied and been checked by the recruitment procedures set out in Section 4 of the *Welfare of Young People Policy*, page 20

If hiring transport

When booking transport for an away fixture you will need to remember the following points:

- Passenger safety
- Competence of the driver and whether the driver holds an appropriate valid licence
- Number of driving hours for the journey and length of the driver's day, including non-driving hours
- Whether more than one driver is required
- Type of journey, traffic conditions, weather, appropriate insurance cover

Managing Young People Away from the Club

- Journey time, distance and stopping points
- Supervision requirements
- Suitability of transport if the team includes Cricketers with disabilities
- That drivers need to take breaks and to be aware of emergency procedures

Legislation Points to Remember

- Vehicles must be appropriate and roadworthy
- The driver is responsible for the vehicle during the trip
- All minibuses and Coaches carrying groups of three or more Young People aged between 3 and 15 years **MUST BE FITTED WITH A SEAT BELT FOR EACH YOUNG PERSON⁵**
- There must be an anchor point for wheelchair users

Minibuses

- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers

6.2.4 Supervision

- All Staff - paid or voluntary - must have complied with and been checked through the recruitment procedure set out in (see section 4, page 20)
- Within the group of Staff responsible for the team there must be a nominated person who is familiar with and who has received training on the Welfare and Child Protection policies and procedures for the ECB
- 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 member of Staff

Roles and Responsibilities

- All members of Staff need to have a clear knowledge of their role and responsibility for the team
- Where possible try to appoint a Head Coach and Team Manager, the Head Coach and Coaches taking responsibility for the training and competition management of the team and the Team Manager (and any other Staff) taking responsibility for any other necessary support

⁵ Restraints must comply with legal regulations – see Dept. of Environment – “Minibus and Coach Seat Belts – Advice to Users and Operators..” www.roads.detr.gov.uk

Managing Young People Away from the Club

- All Staff must go through an Induction programme ensuring they understand
 - The *Welfare of Young People Policy*
 - Ethical issues
 - Codes of conduct and behaviour
- All Staff must be provided with a full itinerary, including contact and medical information and travel arrangements
- If Parents are spectating at the fixture it needs to be made clear that the team is the responsibility of the Staff and Parents should not compromise this situation
- There needs to be a register so a head count can be taken at any point

Staff Ratios

It is important that there is a high number of "Staff to players" ratio on any trip, to ensure the safety of the team. Consideration needs to be given to the following;

- Gender, age, ethnicity and ability of the team
- Players with special needs, medical requirements or with disabilities
- The duration of the journey
- The competence and likely behaviour of the players
- The number of Team Managers, Assistants, Coaches and specialist Staff
- The experience of the Staff in supervising Young People
- The need for there to be enough people (Staff) to be able to deal with an emergency (Minimum of 2 Staff)
- The minimum requirement of a ratio of 1:10 for a team of over 8 year olds
- The need for the ratio to be increased for Young Players, depending on the above factors and considerations
- The minimum requirement of a ratio of 1:8 for a team of 8 years old and under and no more than 26 Children involved in each party.

Supervision whilst travelling

- The Team Manager is responsible for the Team and Staff at all times including maintaining good discipline
- The driver should not be responsible for supervision
- All Team Members and Staff are familiar with emergency procedures within the vehicle i.e. emergency door

Managing Young People Away from the Club

The Team Manager needs to consider the following;

- The level of supervision necessary on double decker buses and Coaches i.e. one supervisor on each deck
 - The safety of the group when crossing the road
 - Clarity of the ground rules when the Team is in transit. The main cause of accidents is misbehaviour
 - Sufficient and supervised stops
 - That in the event of a breakdown or accident, the Team and Staff remain under the management and supervision of the Team Manager
 - The head count when the Team is getting on and off the transport
- NB If on an away trip over night, it is important that Staff meet and understand their roles in advance

6.2.5 Emergency Procedures

- Medical forms must be completed, signed by the Parent/Guardian or Carer and returned to the Club
- Medical details and relevant information must be carried by a member of Staff
- The Staff must be aware of any specific medical conditions
- Staff should have access to calling the emergency services and the minimum first aid provision
- Staff have a common law duty of care to act as a prudent Parent would
- Staff must act in an emergency and take life saving action in extreme situations

If an emergency occurs:

- 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 incident form
- Ensure that no one in the group speaks to the media. All media enquiries should be managed through the ECB Corporate Affairs Dept. at Lord's
- Ensure that the Team and Staff do not discuss the incident

Managing Young People Away from the Club

- 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, using the appropriate forms if necessary

6.2.6 Insurance

Clubs must ensure that they have insurance. Affiliation to the ECB does not automatically provide insurance cover for Clubs.

Clubs are advised to check their insurance policies for clarification of cover for matches away from their home Club.

Coaches who are members of the ECB Coaches Association have insurance within their membership services. All Coaches must be qualified and insured when working with Young People.

All Umpires should ensure that they have relevant and up to date qualifications and insurance cover.

6.3 Overnight Stays

6.3.1 Introduction

When planning a trip it is important to allow sufficient time for all requirements to be complete. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip
- Date of the trip?
- What is the location of the trip?
- What is the duration of the trip?
- Identify suitable venue and facilities for both the Cricket and accommodation
- Who will be going?
 - Players
 - Staff
- How much will it cost?
- How much spending money is required?
- Conduct a risk assessment
- What insurance cover is required?

Managing Young People Away from the Club

- Supervision of Players, both playing and non-playing time
- Appropriate accommodation
- Catering for all food requirements
- Communication with Parents

6.3.2 Risk Assessment (Appendix 12, page 82)

Planning is key to the prevention of any incident. Conducting a risk assessment is an innate part of planning any trip.

- Young People must not be placed in situations which expose them to an unacceptable level of risk
- Consider the following:
 - What are the hazards?
 - Who might be affected by them?
 - What safety measures can be put in place to reduce risk?
 - Can the Team Manager put the safety measures in place?
 - What steps will be taken in an emergency?

6.3.3 Home Contact

- Ensure that a list of the Team and Staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all of the Team and Staff

6.3.4 Accommodation

- Discuss your code of conduct and discipline policy with the Staff at the accommodation
- If rooms are equipped with satellite TV, 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
- All accommodation must be clean and with access to sufficient toilet and bathing facilities
- IT IS NOT ACCEPTABLE:
 - FOR PLAYERS TO SHARE A BED
 - FOR MALE AND FEMALE PLAYERS TO SHARE A ROOM
 - FOR STAFF TO SHARE A ROOM WITH PLAYERS

Managing Young People Away from the Club

- Whatever the accommodation, the Team Manager must be sure that the Players are safe
- For wheelchair users, it is important to check access to the building and room and bathroom facilities
- Checks must be made to ensure that the needs of player's with disabilities are met
- All Players must know which rooms the Staff are in and how to contact them if required

6.3.5 Communication with Parents

Before taking any Young Cricketers away on tour, you must arrange a meeting with the Parents and Players to provide details of the trip.

Parents must be made aware and given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Manager
- The names of all the Staff
- Name and contact number of the person acting as 'Club home contact'
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- An itinerary giving as much detail as possible
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff and Players
- Welfare and child protection procedures
- Estimated cost
- Date for paying deposit
- Spending money
- Details of insurance

6.3.6 Information required from Parents/Guardians/Carers

- Signed consent form accepting the code of conduct and detailing any specific medical information
- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee

Managing Young People Away from the Club

6.3.7 Preparing Players

Try to meet with the Players prior to the trip to agree:

- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the Players
- Staff roles and responsibilities
- Support if they become homesick
- Support if they are unhappy, or need to speak to someone in confidence

7.0 Adopting and Implementing the *Welfare of Young People Policy*

7.1 Introduction

There are a number of key steps that you will need to take to adopt and implement the *Welfare of Young People Policy*. The *Action Plan Framework* below is designed to help and guide you through a process, which will ensure that:

- The whole Club is aware of the policy
- There is clear communication within your Club with regard to the Welfare of Young People in Cricket
- All members of your Club understand their roles and responsibilities with regard to the Welfare of Young People in Cricket
- Parents are aware of the policy

7.2 Action Plan Framework

- Step 1 Identify an Officer to take on the role of Welfare Officer for the Club/County Board
- Step 2 Contact your County Development Officer to access support in training the whole Club to raise awareness of Child Protection
- Step 3 Adopt the ECB *Welfare of Young People Policy* and complete the support training, which accompanies the policy
- Step 4 Begin to work through the checklist below to help you implement the policy

Have you....	Yes	No	Further Support Available
Adopted the ECB <i>Welfare of Young People Policy</i> for the County Board, Club or League?			ECB WYPC Policy
A Recruitment Policy for all Staff/Volunteers working for the County Board, Club or League?			ECB WYPC Policy 5.4 Volunteers in Cricket Resource
A clear understanding of the procedures for dealing with any welfare issues?			ECB WYPC Policy 5.5 Volunteers in Cricket Resource
A Health and Safety Policy?			Sport England Club Mark Resource
Adopted the ECB Welfare Complaints and Discipline procedure?			www.ecb.co.uk www.play-cricket.com

Adopting and Implementing the *Welfare of Young People Policy*

Have you....	Yes	No	Further Support Available
An Equity Policy?			Sport England Club Mark Resource
Ensured that all policies are communicated to all Adults involved with Cricket?			ECB Promotional materials when issued
Guidelines for taking Young People on away fixtures and overnight stays?			ECB WYPC Policy 5.6
A designated Welfare Officer for the County Board or Club?			ECB WYPC Policy 5.5
A Code of Conduct for all Adults working with Young People ?			ECB WYPC Policy 5.3 Volunteers in Cricket Resource ECB Coaches Code of Conduct
A Code of Conduct for Young People?			
Clear guidelines on the supervision of Young People in your care?			ECB WYPC Policy 5.6
Clear communication with Parents and Carers ensuring active encouragement of their involvement into Cricket?			Volunteers in Cricket Resource
The relevant contact details for the: <ul style="list-style-type: none"> • ECB Welfare Case Officer? • County Board Welfare Officer? • Club Welfare Officer? • Local Social Services? • Local Police? • NSPCC? • Child Line? • Area Child Protection Committee? 			ECB WYPC Policy 7
Ensured that all Coaches, Umpires, Scorers, and Volunteers have access and commitment to further training opportunities?			ECB Programme Volunteers in Cricket County Sports Partnerships
Ensured that you are familiar with the training opportunities open to you for Child Protection?			ECB Programme Volunteers in Cricket County Sports Partnerships

Useful Contacts

Please complete the table with local details for quick referral:

Cricket Contacts		
ECB Welfare Case Officer	England and Wales Cricket Board Lord's Cricket Ground London NW8 8QZ	0207 432 1174
County Board Welfare Officer		
Club Welfare Officer		

Please complete the table with local details for quick referral:

Local Contacts		
Local Social Services (including out of office hours contact) NB In an emergency, the Samaritans will hold the SS Duty Officer's contact number		
Local Police child protection teams. In an emergency contact via 999 .		
NSPCC Freephone 24 hour Helpline		0800 800 5000

Adopting and Implementing the *Welfare of Young People Policy*

National Contacts		
The NSPCC www.nspcc.org.uk	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 825 2500
Childline UK www.childline.org.uk	Freepost 1111 London N1 OBR	Tel: 0800 1111
Northern Ireland Childline	74 Duke Street Londonderry	Tel: 0504 311555
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	Tel: 0116 234 7278
NSPCC Cymru/Wales Child Protection Helpline	Mon - Fri 10am - 6pm	0808 100 2524
NSPCC 24 hour Child Protection Helpline		0808 800 500 Textphone 0800 056 0566
NSPCC Asian Child Protection Helpline		0800 096 7719

APPENDIX

1 Code of Conduct for Cricket Staff and Volunteers

Code of Conduct for Cricket Staff and Volunteers⁶

- Respect the rights, dignity and worth of every person within the context of Cricket
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation or disability
- If you see any form of discrimination do not condone it or allow it to go unchallenged
- Place the well-being and safety of the Young Person above the development of performance
- Develop an appropriate working relationship with Young People, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the Young Person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a Young Player⁷ This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Know and understand the ECB *Welfare of Young People Policy and Procedures*
- Respect Young People's opinions when making decisions about their participation in Cricket
- Inform Players and Parents of the requirements of Cricket
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use banned substances whilst actively working with Young People in the Club. This reflects a negative image and could compromise the safety of the Young People
- Do not give Young People alcohol when they are under the care of the Club/League/County Board
- Hold relevant qualifications and insurance cover

⁶ Adopted from the original ECB Coaches Code of Conduct

⁷ 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"

Code of Conduct for Cricket Staff and Volunteers

- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of Cricket e.g. fair play
- Display high standards of behavior and appearance
- Follow ECB guidelines set out in the *Welfare of Young People Policy* and any other relevant guidelines issued
- Ensure that you attend appropriate training to keep up to date with your role and the Welfare of Young People
- Report any concerns you may have in relation to a Young Person, following reporting procedures laid down by the ECB

2 Guidelines for Photography Proforma for Use of Photographic Images Events Registration Form

Guidelines on Use of Photographic and Filming Equipment at Competitions

If you are asking the press or a professional photographer to a festival, match or Cricket event, it is important to ensure they are clear about expectations of them in relation to child protection and the Welfare of Young People.

- Provide a clear brief about what is considered appropriate, in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform Young Cricketers and their Parents/Guardians that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs
- Unsupervised access to Young Cricketers or one-to-one photos/filming sessions at the event should not be permitted
- Do not approve photo sessions outside the event

If Parents or other spectators are intending to photograph or video the event, they should be made aware of your expectations:

- Spectators should be asked to register at the event, if they wish to use photographic equipment
- Young Cricketers and Parents should be informed that if they have concerns they can report these to the event organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any child protection concern

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and should be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the ECB Welfare of Young People Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Staff before carrying out any such photography. The event organisers reserve the right of entry to this event and reserve the right to decline entry to any person unable to meet or abide by the organiser's conditions.

Guidelines for Photography
Proforma for Use of Photographic Images
Events Registration Form

**Parental/Carer and Young Person Permission Form for the
Use of Photographs and Recorded Images**

This form is to be signed by the Legal Guardian of a Child or Young Person under the age of 18, together with the Child or Young Person. Please note that if you have more than one Child under the age of 18 registered with the Club you will need to complete separate forms for each Young Person

(Club/County Board) recognises the need to ensure the welfare and safety of all Young People in Cricket. As part of our commitment to ensure the safety of Young People we will not permit photographs, video images or other images of Young People to be taken or used without the consent of the Parents/Carers and the Young Person.

The (Club/County Board) will follow the guidance for the use of images of Young People, as detailed within the ECB *Welfare of Young People Policy* (excerpt attached for information)

The (Club/County Board) will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of

(Club/County Board)

If you become aware that these images are being used inappropriately, you should inform the Club Welfare Officer immediately

The information will be available on the Club/County website or on <http://www.Play-Cricket.com>
For the Cricket season 2004

If at any time either the Parent/Carer or the Young Person wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.

Guidelines for Photography
Proforma for Use of Photographic Images
Events Registration Form

**Parental/Carer and Young Person Permission Form for the
Use of Photographs and Recorded Images**

To be completed by Parent/Carer

I _____ (Parent/Carer full name) consents /does not consent

_____ (Club/County Board) photographing or videoing

_____ (name of Young Person) under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photos.

Signature:

Date:

To be completed by Young Person (if 12 years or older)

I _____ (Parent/Carer full name) consents /does not consent

_____ (Club/County Board) photographing or videoing my involvement in Cricket under the stated rules and conditions.

Signature:

Date

Guidelines for Photography
Proforma for Use of Photographic Images
Events Registration Form

Events Registration Form

Name	
Address	
Postcode	
Tel No	
Signature	
Date	

I wish to take photographs or record images at this event. I agree to abide by the Event Organisers' guidelines and confirm that the photographs or recorded images will be used appropriately

Please complete and return to the Event Organiser

3 Definitions of Abuse

Definitions of Abuse, Bullying and Harassment

Abuse

Any person may abuse or neglect a Young Person by inflicting harm, or by failing to act to prevent harm. Young People may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Young People can be abused by Adults or other Young People. There is growing evidence to suggest that peer abuse is an increasing concern for Young People.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a Young Person may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a Young Person in the future.

There are four main forms of abuse:

Neglect - where Adults fail to meet a Young Person's basic physical and/or psychological needs, likely to result in the serious impairment of the Young Person's health or development (e.g. failure to provide adequate food, shelter and clothing, failure to protect a Young Person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give Young People love, affection and attention.

Neglect in Cricket could include a Teacher or Coach not ensuring that Young People are safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical abuse - where someone physically hurts or injures a Young Person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a Young Person. Physical harm may also be caused when a Parent or Carer feigns the symptoms of, or deliberately causes, ill health to a Young Person whom they are looking after e.g. fictitious illness by proxy or Munchausen's syndrome by proxy.

Examples of physical abuse in Cricket may be when the nature and intensity of training and competition exceeds the capacity of the Young Person's immature and growing body or where drugs are used to enhance performance or delay puberty.

Sexual abuse - where girls and boys are abused by Adults or other Young People (both male and female), who use Young People to meet their own sexual needs.

Definitions of Abuse

This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing Young People pornographic material (books, videos, pictures) is also a form of sexual abuse.

In Cricket, Coaching techniques which involve physical contact with Young People could potentially create situations where sexual abuse may go unnoticed. The power of the Coach over young performers, if misused, may also lead to abusive situations developing.

Emotional abuse - is the persistent emotional ill-treatment of a Young Person such as to cause severe and persistent adverse effects on the Young Person's emotional development. It may involve conveying to Young People that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Young People. It may involve causing Young People to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the Young Person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a Young Person.

Emotional abuse in Cricket may occur if Young People are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. racist or homophobic remarks, threats, name calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

Harassment

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct which distinguishes harassment from acceptable behaviour.

4 ECB Anti-Bullying Policy

The ECB will not accept or condone bullying and will address all forms of bullying.

Everyone involved with Cricket, whatever their role, has a responsibility to work to stop bullying

Action to Help the Victim and Prevent Bullying in Cricket

An individual should:

- Take all signs of bullying very seriously
- Encourage all Young People to speak and share their concerns, help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although do not promise that you will not tell what has been said
- Keep a record of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the Club or School (wherever the bullying is occurring)

Action Towards the Bully(ies):

The Coach or person in charge should:

- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of his/her/their behaviour. Seek an apology to the victim(s)
- Inform the bully(ies) Parents
- Insist on the return of borrowed items and that the bully(ies) compensate the victim
- Provide support for the Coach of the victim
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

6 ECB Reference Form

Confidential

The following person _____ has expressed an interest in working with _____. The post involves substantial access to Young People. As an organisation the England and Wales Cricket Board (ECB), is committed to the welfare and protection of children, and is anxious to know if there is any reason at all to be concerned about this applicant being in contact with Young People.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have that would make them suited to this work?

ECB Reference Form

Please rate this person on the following - please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self motivation					
Motivation of others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, the ECB is keen to know if you have any reason at all to be concerned about this applicant being in contact with Children and Young People.

Yes No

If you have answered YES we will contact you in confidence.

Signed: _____ Date: _____

Print name: _____

Position: _____ Organisation: _____

7 County Board Welfare Officer Job Description

COUNTY WELFARE OFFICER – JOB DESCRIPTION

The protection and support of Young People in Cricket is of paramount importance to the England and Wales Cricket Board (ECB). The County Board Welfare Officer will, therefore, act as a source of advice/support on Child Protection matters to Clubs and support the education and training of all County Board members and Affiliated Clubs.

Core Areas of Knowledge:

Basic understanding of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.

Basic understanding of the roles and responsibilities of the statutory agencies within Child Protection (Social Services, Police and the NSPCC).

Understanding of local procedures for reporting Child Protection concerns to the statutory agencies.

Knowledge of how to put into practice the ECB *Welfare of Young People Policy* and the related 'Complaints and Discipline Procedure'.

Understanding of equity issues within the context of Child Protection.

Understanding of the different forms of behaviour that can occur within and outside of sport which are harmful to children, from poor practice to child abuse.

Core Skills – ability to:

- Administrate/organise paperwork and record information received
- Act as a local source of advice on Child Protection matters
- Support the interests of children within Cricket
- Communicate with others

Core Tasks:

To help safeguard young people by assisting in the promotion and implementation of the *Welfare of Young People Policy* at a County level.

To become established as the local point of contact for Child Protection matters in respect of the statutory agencies and, where necessary, to liaise with these agencies.

To support the education and training of others in Cricket at a County and Club level in respect of Child Protection.

To provide Child Protection advice and support to Club Welfare Officers.

County Board Welfare Officer Job Description

To maintain accurate records relating to the concerns raised and/or ongoing ECB investigations affecting the County.

To liaise with the ECB Welfare Case Officer as required within the Policy.

To uphold confidentiality, as far as is practically possible, in all Child Protection matters.

8 Club Welfare Officer Job Description

CLUB WELFARE OFFICER – JOB DESCRIPTION

The protection and support of Young People in Cricket is of paramount importance to the England and Wales Cricket Board (ECB). The Club Welfare Officer will, therefore, act as a first point of contact for any person in Cricket at a Club level who has a concern about child welfare and protection.

Core Areas of Knowledge:

Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.

A basic knowledge of the roles and responsibilities of the statutory agencies within Child Protection, such as Social Services, Police and the NSPCC.

Understanding of local procedures for reporting Child Protection concerns to the statutory agencies.

Familiarisation with the ECB *Welfare of Young People Policy* and a knowledge of how to put this into practice in relation to Young People in your Club.

Awareness of equity issues within the context of Child Protection.

A basic knowledge of the different forms of behaviour that can occur within and outside of sport which are harmful to children, from poor practice to child abuse.

Core Skills – ability to:

- Administrate/organise paperwork and record information received
- Act as a local source of advice on Child Protection matters
- Support the interests of children within Cricket
- Communicate with others

Core Tasks:

To help safeguard Young People by assisting in the promotion and implementation of the *Welfare of Young People Policy* at a Club level.

To be the first point of contact in the Club for the reporting of Child Welfare and Protection concerns.

To assist in the raising of awareness of others in Cricket at a Club level in respect of Child Protection.

To be a source of advice and information at a Club level.

To become a Club Committee Board member.

To uphold confidentiality, as far as is practically possible, in all Child Protection matters.

9 ECB Welfare Incident Form

ECB Welfare Incident Form

Name of Child	
<input type="checkbox"/> Male	<input type="checkbox"/> Female
Age and Date of Birth	
Parents/Carer's name/s	
Home Address	
<p>Ethnicity</p> <p>A White</p> <p><input type="checkbox"/> British <input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background (please specify):</p> <p>B Mixed</p> <p><input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African</p> <p><input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> Any other mixed background (please specify):</p> <p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background (please specify):</p> <p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background (please specify):</p> <p>E Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other (please specify):</p>	
Your Name	
Your Position	
Date and Time of incident	

ECB Welfare Incident Form

Are you reporting your own concerns or responding to the concerns raised by someone else?

Reporting my own concerns

Responding to the 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 dates, time, venue.

Please detail exactly what was said, if your concerns are the result of a child speaking to you, including date, time and venue

ECB Welfare Incident Form

<p>Have you spoken to the Parents? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details of what was said</p> <p>Have you spoken to the child? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details of what was said</p> <p>Have you spoken to the person the allegations are being made against? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details of what was said</p> <p>Please provide details of further action taken to date</p>	
<p>Have you informed the statutory authorities? Social Services Yes <input type="checkbox"/> No <input type="checkbox"/> Police Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide the name of the person and his/her contact number</p>	
Your Signature	
Date	
Time	

Please return to the ECB Welfare Case Officer,
Lord's Cricket Ground, London NW8 8QZ
Marked Private and Confidential

10 Parental/Carer Consent Form for Cricket Tours and Away Fixtures

ECB Parental/Carer Consent Form

To be used when taking Young People on away fixtures, or tours (within the UK).

Copy to be taken by Tour/Team Manager and copy to be retained by Home Contact

Name of Child		Date of Birth	
Name of Club			
Tour/Away Fixture(s)			
Dates of tour/away fixture(s)			
Emergency Contact Name		Tel Home	
Home Address		Tel Work	
		Mobile	
Alternative Contact Name		Tel Home	
Home Address		Tel Work	
		Mobile	
My Child's Doctor's name and Contact Number			

- I have received comprehensive details of the above tour/away fixture(s) and am aware of the ECB Welfare of Young People guidelines in relation to tours/away fixtures.
- I consent to my child taking part in the activities indicated. I acknowledge that the Club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the tour/away fixture.
- I agree to be at the pick-up/drop off point at the agreed time

Signed - Parent/Carer	
Print Name	
Date	

Parental/Carer Consent Form for Cricket Tours and Away Fixtures

Medical Information

1. Does your child experience any conditions requiring medical treatment and/or medication?

Yes No

If yes please give details

--

2. Does your child have any allergies?

Yes No

If yes please give details

--

3. Does your child have any specific dietary requirements

Yes No

If yes please give details

--

4. Please provide any further information you feel is necessary

--

- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those detailed above
- I consent to my child receiving medical treatment which, in the opinion of a qualified medical practitioner, may be necessary

Signed - Parent/Carer	
Print Name	
Date	

11 Player Profile Form

Taken from Clubmark - Template 5

ECB Player Profile

- To ensure that we have the correct contact details for Players, please insert the information requested below and return this form to _____
- If you are under 18 please also ask your Parents or Guardian to sign this form before it is returned.

Name	
Address	
Postcode	
Home Telephone Number	
Date of Birth	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity	
A White	
<input type="checkbox"/> British <input type="checkbox"/> Irish	
<input type="checkbox"/> Any other white background (please specify):	
B Mixed	
<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African	
<input type="checkbox"/> White & Asian	
<input type="checkbox"/> Any other mixed background (please specify):	
C Asian or Asian British	
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi	
<input type="checkbox"/> Any other Asian background (please specify):	
D Black or Black British	
<input type="checkbox"/> Caribbean <input type="checkbox"/> African	
<input type="checkbox"/> Any other Black background (please specify):	
E Chinese or other ethnic group	
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Any other (please specify):	

Player Profile Form

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 yourself to have a disability? Yes No

If yes, what is the nature of your disability?

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

Sporting information

Have you played Cricket before? Yes No

If yes, where have you played the sport: (please indicate below)

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

Medical information

Please detail below any important medical information that our Coaches must be aware of (e.g. epilepsy, asthma, diabetes, etc.)

Player Profile Form

Emergency contact details To be completed by Parent/Carer Please indicate the person(s) who should be contacted in case of an incident/accident:	
Contact name (e.g. Parent/Carer)	
Emergency contact number	
By returning this completed form, I agree to my son/daughter/child in my care, taking part in the activities of the Club. I understand that I will be kept informed of these activities - for example timing and transport details. I understand that in the event of any injury or illness, all reasonable steps will be taken to contact me and to deal with that injury/illness appropriately.	
Name of Parent/Carer:	
Signature of Parent/Carer:	
Date:	

12 Risk Assessment Form

Taken from Clubmark - Template 8

ECB Risk Assessment Form

Name of Club	
Venue	
Name and position of person doing check	
Date of check	

Playing/training area

- Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes No

(If no, please outline the hazard, which may be at risk and action taken, if any.)

Is the Clubhouse, including all facilities within, safe and free from obstacles and harm?

Yes No

Equipment

- Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity? Yes No

(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

Risk Assessment Form

Players

- Check that the attendance register is up to date with medical information and contact details.
- Check that players are appropriately attired for the activity.

Is/are the register(s) in order? Yes No

(If no, please outline current state and action taken, if any.)

Are performers appropriately attired and safe for activity?

Yes No

(If no, please outline unsafe equipment/attire and action taken, if any.)

Emergency points

- Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Have emergency access points been checked and are they operational?

Yes No

(If no, please outline the issues and action taken, if any.)

Is a working telephone available? Yes No

(If no, please outline the issues and action taken, if any.)

Risk Assessment Form

Safety Information

- Check that evacuation procedures are published and posted somewhere for all to see. Ensure that Volunteers and Staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the Club? Yes No

(If no, please outline what information is missing and action taken, if any.)

Does the Club need to take any further action?

(If yes, please specify.)

Signed	
Date	
Print Name	

14 Guidelines for Club Changing Policy

Guidelines for Club Changing Policy

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 Young People (under the age of 16) sharing changing facilities. Clubs should identify and develop the framework that best suits their changing arrangements, taking into account the number of Young People involved.

Methods of guidance are:

1. Adults should not change or shower at the same time using the same facility as Young People
2. Adults should try to change at separate times to Young People
3. If Adults and Young People need to share a changing facility, the Club must have consent from the Parents that their child/children can share a changing room with Adults in the club
4. If Young People need to share changing facilities with Adults, their Parents should be allowed to supervise them whilst they are changing

Please note:

- If Young People are uncomfortable changing or showering with Adults, no pressure should be placed on them to do so. Encourage them to do this at home.