

NORTH PERROTT CRICKET CLUB

SAFEGUARDING POLICY



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NORTH PERROTT CRICKET CLUB

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NORTH PERROTT CRICKET CLUB

Good Practice and Child Protection Policy

1.0 Codes of Conduct

1.1 NPCC Junior Players Code of Conduct

- Abide by the rules of the games and rules set down by your coach, club and Association
- Never argue with an official or umpire. If you disagree, have your captain, coach or manager approach the official during the break, or after the game or competition
- Control your temper. Verbal or physical abuse of officials, spectators or other players, deliberately distracting or provoking an opponent is not acceptable or permitted behaviour
- Work equally hard for yourself or your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good play whether it is by your team, opponent or the other team. Be proud to walk off the ground after each game knowing that you have given your best effort and never involve yourself in an argument with opposing players, umpires or officials.
- Treat all players as you would like to be treated yourself. Do not interfere with, bully or take unfair advantage of another player. Remember that winning is only part of playing.
- Co-operate with your coach and team mates and respect the ability of your opponent. Without them, there would be no game.

- Play for the fun of it and not just to please parents or coaches.
- Never use derogatory language about anyone else.

1.2 Code of Conduct for Youth Cricket Parents/Guardians and Spectators

- This code of conduct applies to all coaching sessions, activities, events and matches played by NPCC Youth Section.
- Never force your child to participate. Remember that your child should be involved for their enjoyment; not for yours.
- Support your child's involvement and help them to enjoy their sport.
- Help your child to recognise honest effort and good performance is as important as victory so that the result of each game is accepted without undue disappointment.
- Encourage your child to work towards skill improvement and good sportsmanship
- Never punish or belittle a child for losing or making mistakes.
- Encourage your child to learn the rules of NPCC and of the game, and always play within them.
- If you disagree with an official or umpire raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public. Remember, most officials give their time and effort for your child's involvement.

- Encourage your child to take care of personal property, of equipment and facilities that they use and to respect other players' possessions.

- Support NPCC in maintaining the highest standards of behaviour both on and off the field.

- Co-operate with and support managers, coaches and officials. Offer to help when able.

- Ensure children arrive in good time for practice and games.

- Don't expect your child's coach or manager to provide transport to practice or games. Always ensure that the event is taking place before leaving your child.

- Remember that your child learns best by example:
 - Discourage unfair play and arguing with officials
 - Use correct and proper language
 - Avoid the use of derogatory language
 - Publicly accept the judgement of officials
 - Recognise fair play and applaud the good performance of all.

- Make sure you do not:
 - Interfere with the manager or coach
 - Yell out instructions
 - Be critical of any child's performance
 - Offer financial rewards for your child's performance. The reward should be in the activity itself.

2.0 ECB Good Practice Guidelines for Coaches (including volunteers)

North Perrott Cricket Club's philosophy ties into the ECB 'Safe Hands' Programme. These guidelines are intended for all those involved in coaching at NPCC whether they hold coaching qualifications or not.

Child abuse and harassment can take place in many situations, from the home and school to a sporting environment. As a cricket coach, you will have regular contact with children and you should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach, they will look up to you and if a child decides to talk to you about abuse, you need to know what to do. You also need to understand your duty of care towards young cricketers, the current guidance on good practice, and the need to act responsibly when you are around children. This will protect the children you coach and reduce the potential for misunderstandings and inappropriate allegations being made. The following guidelines should help you know what to do if you are worried about a child, and demonstrate how you can create a positive culture in cricket.

2.1 Good Practice means:

Welcoming all children and parents/carers to the club, and having systems in place to ensure you do so.

- Ensuring cricket is welcoming, fun and enjoyable and that fair play is promoted
- Taking a player-centred (and child- centred) approach to coaching, planning sessions around the needs and abilities of the children who will be attending and adapting accordingly
- Being a friendly professional
- Treating all children equally, with respect and dignity
- Being an excellent role model – this includes not smoking or drinking alcohol when coaching and being mindful of behaviour around the club at all times
 - Always putting the welfare of children first, before winning or achieving

goals, by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures

- Having the right people in place
- Always working in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets)
- Building balanced relationships based on trust which enable children to take part in the decision-making process. This will include routinely asking children if they have enjoyed activities in the training session and adapting activities to meet their expressed wishes, abilities, needs etc.
- Having excellent 'boundaries', so children know how to behave and what is expected of them
- Not tolerating acts of aggression
- Recognising the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
- Giving positive and constructive feedback rather than negative criticism
- Encouraging children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost. Helping children acknowledge the value that good opposition offers their own development as cricketers
- Working to ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Keeping up-to-date with technical skills, qualifications and insurance in sport
- Finding out if any children you are coaching have medical conditions that could be aggravated during playing or training
- Keeping a written record any time a child is injured in your care, along with details of any treatment provided

- Promoting good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
- Helping the ECB to work toward eradicating harassment and abuse of children from cricket

2.2 Poor practice means you must never:

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

Any of these can make the environment feel less safe for children, and leave you open to allegations.

For practical coaching guidance on physical contact and about responding to

disclosures, suspicions and allegations see ECB Safe Hands Safeguarding Kit Bag available on-line or from your Club Welfare Officer.

3.0 Recruitment of Staff and Training

NPCC is committed to providing a welcoming, safe and child-friendly environment. This policy aims to put in place best practice to safeguard children by using safe recruitment procedures.

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children. Volunteer selection processes must be consistent and fair at all times.

At least two references should be taken up – where possible, one associated with former work with children/young people and one with previous sport involvement.

3.1 Vetting Procedures for NPCC

The vetting process is very important in determining if someone is suitable to work with children.

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

3.2 NPCC Roles which require a vetting check (Enhanced DBS + Barred List Check)

The following roles require an ECB vetting check. This is because they all constitute 'Regulated Activity'. They are obtained by completing the DBS Application Form and requesting a Barred List Check.

- Welfare Officer
- Coach (volunteer or paid)

- Umpire
- Scorer
- Youth team/Age group Manager
- Open Age Team Captains

Roles which are **not** eligible for vetting checks are:

- Chairman
- Treasurer
- Secretary
- Bar manager
- Ground staff
- Administrator

The exceptions to this are if any of the above roles have additional roles which give them significant contact with the children.

4.0 Training Sessions/Matches

4.1 Coaches should always ensure that:

- The facilities and surrounding area is safe and of adequate size to accommodate the number of children in attendance.
- Children are not put in physical danger through inappropriate grouping
- Children do not play more than what is suitable for their age and ability
- All children are sufficiently protected from the weather (especially the sun)
- Parents are fully aware of the start and finish times of the session/match

4.2 Coaches should not:

- Hold meetings with children while they are changing
- Be alone with any children while they are changing or showering
- Offer to take any children home or allow others to without specific permission from the parents/carers

4.3 Supervising Children at training sessions/matches

NPCC recognises that when planning cricket sessions, sufficient adults must be present to supervise all participants and manage any incident that may arise.

It is a basic requirement that all sessions and matches involving children have a minimum of two responsible adults present.

Coaches are encouraged to report concerns if they find themselves placed in a position where they are expected to work alone and unsupervised. In matches, there must be at least 2 adults present and responsible for each team.

4.4 Coach ratios required for coaching sessions

NPCC signs up to the ECB recommended coach ratios for technical disciplines within the game. These are as follows:

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

4.5 Supervision Ratios

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

NPCC adheres to the minimum number of supervising adults for groups of children as recommended by the ECB and are as follows:

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

Volunteers under 18 must not be included in the calculations for supervision ratios.

4.5 Drinks Breaks

It is vital that all players drink appropriate amounts of water to avoid any possible risks of dehydration during matches and practice sessions.

Supervising adults/coaches are encouraged to:

- Ensure regular drinks intervals during matches
- Plan drinks breaks in training sessions, particularly if the weather is hot.
- Avoid waiting for children to say they are thirsty before planning a drinks break.

4.6 Left Children

- Any children who are not collected at the end of a training session or match will be looked after by the coach of that session for as long as possible.
- Contact with parents/carers will be made as soon as possible
- If the parent/carer cannot be contacted the emergency contact will be contacted
- If the child is unable to be collected, using discretion the child may be placed in the care of a local committee member or responsible adult from within the club
- Any action that is taken will be guided by common sense.

4.7 Risk Assessments

NPCC has carried out a full risk assessment on all its facilities

4.8 Wearing of Cricket Helmets

The wearing of helmets by juniors under the age of 18 is compulsory for all hard ball cricket played during training sessions and in matches.

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball.

Wicket keepers should wear a helmet with a faceguard or a wicket keeper face protector when standing up to the stumps.

All young players should regard a helmet with a faceguard as a normal item of protective clothing when batting or keeping wicket, together with pads, gloves, and (for boys) a box.

There is no exception in any form of cricket. This must be communicated to parents so that their child has adequate protection.

4.9 Fielding Regulations

No young player under 15 years of age shall be allowed to field closer than 7.3 metres from the middle stump except behind the wicket on the off side, until the batsman has played at the ball.

For players under 13 years the distance is 10 metres

If a child comes within this distance the umpire must stop the game immediately and instruct the fielder to move back.

Any fielder in the U16-U18 age groups must wear a helmet and a box when fielding within 5.5 metres of the bat except behind the wicket on the off side.

4.10 Fast Bowling Directives

These directives have been agreed by the ECB following a lengthy consultation period. They are intended to help nurture children who have an aptitude for fast bowling so that their welfare is safeguarded and the risk of long-term injury is minimised.

For these directives, the age of the player is the key criteria not the level of cricket being played. Fast bowlers are defined as those for whom the wicket keeper is required to stand back to take the ball.

4.10 (a) Overbowling

Overbowling is a common cause of long-term back injuries. The more talented and more physically mature youngsters are generally most at risk as they tend to play at more than one age group level.

Sensible bowling/training levels for fast bowlers are:

Directives for matches

AGE:	MAX OVERS PER SPELL	MAX OVERS PER DAY
Up to 13	5 overs per spell	10 overs per day
U14, U15	6 overs per spell	12 overs per day
U16, U17	7 overs per spell	18 overs per day
U18, U19	7 overs per spell	18 overs per day

Directives for practice sessions

AGE:	MAX BALLS PER SESSION	MAX SESSIONS PER WEEK
Up to 13	30 balls per session	2 sessions per week
U14, U15	36 balls per session	2 sessions per week

U16, U17	36 balls per session	3 sessions per week
U18, U19	42 balls per session	3 sessions per week

Having completed a spell, the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his or her spell have been bowled from the same end. Once a bowler has bowled in a match he/she cannot exceed the maximum number of overs per day for his/her age group even if bowling spin.

Nets

Between the end of the cricket season and Christmas, indoor practise for fast bowlers should be kept to an absolute minimum.

4.10 (b) Technique

Coaches are advised to take advice from the ECB regarding specific technique for fast bowlers re: technique and how to adopt a safe action very early on.

4.10 (c) Physical Preparation

Fast bowling is one of the most injury-labile, non-contact activities in sport and the need for the fast bowlers to be amongst the fittest and best prepared players in the team cannot be over emphasised. Bowlers should warm up and stretch thoroughly before bowling and training and should warm down and stretch afterwards.

4.10 (d) Equipment

Impact forces of up to eight times bodyweight can be experienced during the delivery stride. It is therefore essential that bowlers minimise these effects by wearing efficient, well-fitting cushioned boots or shoes.

4.11 Sun Safety

NPCC is aware of the risks involving children and their exposure to the sun's rays, even on a cloudy day. Coaches and others are encouraged to set an example of good practice and take steps to protect themselves. They will encourage the children to:

- Wear a hat
- Put on sun cream (Factor 30 or above)
- Cover up.

4.12 Junior Players in Open Age Group Cricket

The ECB has issued the following guidance to support children if they are selected to play open age cricket, as follows:

- Making the step up from junior to open age group cricket is a significant event in any player's cricket experience. Ensure the player's safety, personal development needs and overall cricket experience are considered
- Clubs, squad coaches and managers must consider the requirements on age detailed in this guidance.
- Each case is to be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part at this level – however, the minimum age guidance provided below must be adhered to.
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side
- Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else
- Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game
- Be supportive, at all times, for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement
- The captain should inform the Umpires of under 18s in the side.

4.12 (a) Restrictions

ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket.

4.12 (b) Minimum Age

Players who are selected in a County U12 squad in spring for a summer squad or to be deemed to be of a standard 'above district level' for that season are eligible to play Open age cricket. They must be at least 11 years old or in Year 7 and have written parental consent to play. (Form NPCC 5)

All clubs and coaches must recognise their duty of care obligations to these young players.

District and club players who are not in the county or area squad must wait until they reach U13 age group (Year 8).

The Duty of Care means that the captain should not

- Place a young player in a position that involves unreasonable risk, considering the relative skills of the player.
- Create a situation where members of the opposing side cannot play cricket as they would normally do against adult players.

4.13 Managing Children Away from the Club

It is the role of the Team Manager to communicate the following information to parent(s):

- Why the trip is planned
- When and where including destination and venue
- Contact details of the Team Manager
- Kit and equipment requirements
- Any cost implications e.g. match fees
- Arrangements for food and drink

The Team Manager must have the relevant emergency contact details for all children taking part.

NPCC does not provide transport to and from training or matches.

4.14 First Aid and Incidents/Injuries during training/matches

If an injury occurs to any child at NPCC:

A First Aid box is located in the kitchen at the pavilion

Officers at the club trained in first aid (as of June 2017) are:

- Injuries/incidents should be recorded by the first aider/person giving treatment coach in the book held at the pavilion.(Incident Reporting Form NPCC 3)
- Any lessons learnt should be noted so that any risks can be mitigated in the future.

5.0 Showering and Changing Policy

NPCC has facilities for showering and changing as follows:

1 Home team dressing room + showers

1 Away team dressing room + showers

1 Umpires dressing room + shower.

There are no separate female/male changing facilities.

Use of these facilities must follow ECB Best Practice as follows:

- Adults must not change or shower at the same time using the same facility as children.
- Adults should try to change at separate times to children during matches, for example when children are padding up.
- If adults and children need to share a changing facility, the club must have consent from parents that their child(ren) can share a changing room with adults in the club.(Form NPCC 4)

- If children play for Open Age teams, they and their parents must be informed of the club's policy on changing arrangements
- Girls must change at separate times to boys and must be given separate showering facilities. This may mean that they are permitted private changing/showering facilities in the Umpires room (if vacant). The numbers involved at present mean that this is a feasible alternative.
- Mobile phones must not be used in changing rooms.
- Children who are uncomfortable changing or showering at the club are under no pressure to change there and may prefer to do so at home.

6.0 Photography and Video Policy

NPCC is keen to promote positive images of children playing cricket and is not preventing the use of photographic or videoing equipment.

NPCC will seek consent from either the child, adult or both before capturing sharing or publishing images where a child can be identified, including postings on the NPCC website. This brings the NPCC in line with the Data Protection Act. (Form NPCC 2)

NPCC will be vigilant about people who may use matches or training sessions to film footage or take inappropriate photographs of children at the club. Any doubts about an individual should be immediately reported to a club official or event organiser.

NPCC will also ensure that a child's picture will not feature alongside his or her name in a paper where the information could be used inappropriately.

Parents/carers will always be offered the opportunity to withhold consent for photographs/filming of their child.

6.1 Use of cameras during matches/training sessions/other NPCC occasions

Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. This permission can be given by proxy by the coach only after parental consent has been granted. The coach must arrange this prior to attending matches.

If no consent has been given for a child on the player profile form, then this must be made known to the opposition team coach.

The children should be informed if someone is taking photographs.

The children should be informed that they can raise any concerns to their coach or team manager.

Concerns about inappropriate photographs should be reported to the Club Welfare Officer and recorded as an incident under child protection.

6.2 Use of Images

NPCC will:

- Ask for parental permission to use the child's image and show the parents and the child the image they will use in advance of publication – for example on the Club's website or in yearbooks etc.
- Ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the club.
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child.
- Only use images of children in appropriate kit
- Encourage the reporting of inappropriate use of images of children.

6.3 Use of Video as a Coaching Aid

Use of video is a legitimate coaching aid encouraged by NPCC. However, players and parents/carers should be aware that this is part of the coaching programme and material taken in connection with coaching, must be stored securely and deleted when a parent requests this or when the material is no longer needed.

Parental consent will be sought before videoing is used as a coaching aid.

7.0 Social Media, texts and email

NPCC recognises that the relevant codes of conduct apply online and in texts as they do for spoken communication.

Social media, when used properly, opens up a lot of opportunities but can seem a bit overwhelming for those who did not grow up with Facebook or Twitter. It can, however, be a very safe promotional tool and means of communication for the club.

7.1 Guidance for Club officials, Coaches and Managers

Facebook and Twitter etc

It is essential that for all involved at NPCC, social use of Facebook and Twitter is kept separate from Club use.

All contact with players should be through the club page and strictly related to training, coaching, matches and cricket-related activity. Adjust privacy settings for your personal account so that content is only visible to accepted 'friends'.

You must never accept a request from a player to be your 'friend' on Facebook and keep all contact professional.

Be mindful of any content you post online via the NPCC page. All communication should conform to the 'Safe Hands' policy and guidance.

You must have consent before posting any personal information online – including photographs where an individual can be identified.

Texts and Emails: Contacting Under 18 players

You should make arrangements for under 18s via their parents or carers; this includes texts and emails.

In the case of over 16s this may not be ideal for yourself or the parents. An acceptable alternative is to text or email the parent and to copy in the 16 or 17-year old. This means the parent can monitor communications but the 16+ year old receives the information directly. If you receive any responses which may appear inappropriate they should be brought to the attention of their parent.

All contact with children should be in relation to coaching, matches or cricket related activity.

Adults in Open Age Teams

Please be mindful of who may have access to material you share via social media.

If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer, or the County Welfare Officer.

7.2 Guidance for Parents on the use of Social Media

It is against Facebook's rules for any child under 13 to have a Facebook account.

Be aware that your child is aware of what to do if they are being bullied online.

Provide the cub with your email and/or telephone numbers to receive texts and emails regarding your child's matches and training, the club requests this.

7.3 Guidance for Children and Young People

If someone at the club is sending you messages or texts that you are worried about, you should tell your parents, an adult you trust, your teacher or NPCC Club Welfare Officer

Remember that your coach is a professional just like your teachers. They should not be your friend on Facebook.

You can expect them to make arrangements for coaching and matches via your parents

Report any cyber-bullying that you are aware of – either directly or indirectly.

Don't be afraid to tell someone if you have concerns.

Keep your photos and personal information private.

Do not send inappropriate text messages or post messages online that are offensive, nasty or derogatory in any way

8.0 Anti-Bullying Policy

NPCC is committed to providing a caring, friendly and safe environment for all children so that they can train, and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at NPCC. If bullying does occur, all children should be able to tell and know incidents will be dealt with promptly and effectively. Anyone who knows bullying is happening is expected to tell someone who can do something about it.

Bullying can take many forms:

- Emotional
- Physical
- Racist
- Sexual
- Homophobic
- Verbal
- Cyber

NPCC has a responsibility to respond promptly and effectively to issues of bullying.

All adults and children at the club should have an understanding of what bullying is

All officials, coaching and non-coaching staff should know what the club policy is on bullying and follow it when bullying is reported

All children and parents should know what the club policy is on bullying and what they should do if bullying arises

NPCC takes bullying seriously and parents should be assured that they will be supported when bullying is reported

Bullying will not be tolerated.

8.1 Procedures

Report all bullying incidents to the Club Welfare Officer

In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer

Parents should be informed and invited to a meeting to discuss the problem.

If necessary, and appropriate, police will be consulted

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.

An attempt will be made to help the bullies change their behaviour.

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed and will advise on action to be taken

9.0 Welcoming and Safeguarding Children with a Disability

NPCC is committed to providing access to cricket for disabled people, whether as a player, employee, volunteer, coach or official. This principle applies regardless of age, race, disability, ability, gender, religion or belief, sexual orientation or background.

Children with disabilities are children first and need to enjoy the opportunities and experiences open to all children in a safe environment.

Within NPCC are a number of staff and volunteers who appreciate the value of cricket for disabled children and are supported to develop the confidence, will and desire to ensure they can become fully integrated members of the club.

In the first instance, NPCC will discuss the child's needs and abilities with the child and his or her parents/carers. For many children, their parents can offer practical advice on adaptations or arrangements that can be made to enable their child to participate.

The club welfare officer will offer a support plan with the child, his/her parents and coach. This will be done confidentially as part of the 'welcoming' approach.

Children with disabilities have vulnerability to abuse and neglect. All club personnel should be aware of these.

10.0 Responding to Concerns Which Might Arise Within or Outside NPCC

The protection and support of children in cricket is of paramount importance to both the ECB and NPCC.

To ensure appropriate action is taken when there is suspected abuse, bullying or poor practice, the ECB requires all clubs to take appropriate action where any of the above comes to light.

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

- In response to something a child has said
- In response to something you or someone else has seen
- 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 or someone not working within the sport
- In response to bullying
- In response to a breach of code of conduct/poor practice.

There are 3 steps to taking appropriate action:

Responding to the disclosure/suspicion/allegation

Recording the relevant information

Reporting the relevant information.

Every effort must be made to ensure confidentiality is maintained when an allegation has been made and is being investigated.

9.1 Responding to disclosure/suspicious and/or allegations

- Stay calm; do not show anger or disbelief

- Ensure the child is safe and feels safe
- Listen carefully to what is said
- Ask questions only where they are really necessary
- Keep an open mind.
- Take the concern seriously
- Reassure the child
- Be honest and explain you will have to tell someone
- Maintain confidentiality – only tell others if it helps to protect the child.
- Consult someone else to help gain support for yourself and protect the child.

Never:

- Approach any alleged abuser to discuss the concern
- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Take sole responsibility.

9.2 Recording the Incident (On ECB Incident/Concern Reporting Form found in 'Safehands' Handbook p123 held at the club or online).

Information recorded must include:

- Details of the child including full name, age/date of birth, address and gender
- Details of the parent and whether they have been informed or not
- Details of the facts of the allegation or observations
- Details of the person alleged to have caused the incident/injury including name address and age
- A description of any visible bruising or injuries
- The child's account
- Witnesses
- Any times, dates or other relevant information
- A clear distinction between what is fact opinion or hearsay.
- A signature, date and time of report.

9.3 Reporting

It is everyone's duty to report suspected abuse or concern to protect children

It is for the professionals to decide if abuse has occurred.

The ECB has set up a reporting framework which operates on three levels:

- 1) Club Welfare Officer
- 2) County Board Welfare Officer
- 3) ECB Safeguarding Team

If the referral relates to an incident within or outside cricket:

- 1) Any person at or connected with NPCC should report any concerns they have about the welfare of a child within cricket to their Club Welfare Officer. (If an emergency, directly to social care or the police.)
- 2) If a Club Welfare Officer has any concerns they must inform the County Welfare Officer who may refer the matter to the ECB
- 3) The Club Welfare Officer must report directly to Social Care or the Police if the above are not available.
- 4) The ECB Safeguarding Team will notify the correct statutory authority and handle any of the media enquiries, deciding on any action required re: suspensions etc.
- 5) A full investigation will be conducted under ECB complaints and Disciplinary Procedure on advice from children's social care.
A copy of the ECB Incident/Concern Reporting Form can be copied from the 'Safe Hands' Safeguarding Kit Bag either online or held in the NPCC Pavilion.

11.0 Officers at NPCC – March 2019

Role	Name	Contact
Chairman		
Secretary		
Youth Chairman		
Club Welfare Officer		
Captain First XI		
Captain Second XI		
Captain third XI		
Captain Sunday XI		
Youth Chairman		
U10 Coach		
U12 Coach		
U13 Coach		
U15 Coach		
U10/U12 Manager		
U13 Manager		
U15 Manager		

NPCC Safeguarding Policy Agreed By:

_____ (Chairman)

_____ (Youth Chairman)

_____ (Club Welfare Officer)

_____ (Captain 1st XI)

Date for Review: _____