



# Safeguarding Children Policy and Handbook (under 18) 2019 Season

The Handbook covers:

Professional Cricket  
Kent Women's Teams  
Academy  
County Age Group

December 2018



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December 2018

Dear Academy Staff Member

Thank you for the important role you play in Kent cricket. This booklet is designed to give you some information about good practice and safeguarding procedures. Most of the information you need is contained within the first 26 pages – and you must read them; the rest of the document is for additional information and templates and resources you might find helpful.

I am e-mailing you a copy of this document so you have the forms and templates readily available. If you would like a printed copy please ask [Laura Friend](#) for one.

Please be sure to read the Social Media Policy and guidance as this has changed and there is a new section on Mental Health and Wellbeing.

Don't hesitate to contact me if you have any questions or concerns and best wishes for a successful season.

Kind regards  
Yours faithfully

Dave Nash  
**Consultant Welfare Officer, Kent Cricket Academy**

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# Section 1

# Information

## Introduction

Kent Cricket is committed to safeguarding and protecting children and this Policy and Handbook must be adhered to by everyone working for Kent, whether paid or as a volunteer.

A child is anyone who has not yet reached their 18<sup>th</sup> birthday and this Policy therefore applies to everyone working or volunteering with Under 18s in Professional Cricket, Women's Cricket, Academy and County Age Group Squads.

For safeguarding and child protection concerns you should contact:

Academy: Dave Nash, Consultant Child Welfare Officer  
[two\\_nashies@hotmail.com](mailto:two_nashies@hotmail.com)  
07881 804627

All Other: Bridget Owen, County Welfare Officer  
[kbcwo.kent@ecb.co.uk](mailto:kbcwo.kent@ecb.co.uk)  
07807 026247 or 01227 473618  
Or  
Alan McCawley, Deputy County Welfare Officer  
[alancricket@live.com](mailto:alancricket@live.com)  
07771 621534

If you need advice straight away and cannot reach one of the Welfare Officers above, call the ECB Safeguarding Advisor or in an emergency the Police (999 or 101) or Children's Services for Kent 03000 41 11 11 during office hours or 03000 41 91 91 out of hours in an emergency.

ECB: Lance Spring, Safeguarding Advisor  
[lance.spring@ecb.co.uk](mailto:lance.spring@ecb.co.uk)  
0207 432 1207

NSPCC: 0808 800 5000

ChildLine: 0800 1111 – this number is just for children to use

If any child, parent or member of staff has any concerns relating to possible child abuse or safeguarding issues (including bullying) or wants advice, they should contact the Consultant Child Welfare Officer (for Academy) or County Welfare Officer/Deputy (for all other squads). If he/she is unavailable, you can contact another listed above. All matters will be dealt with in a confidential and sensitive manner with information only shared if appropriate and in line with the ECB Safeguarding Policy, Safe Hands.

The Academy Consultant Child Welfare Officer and the County Welfare Officer and Deputy will hereafter be referred to as "Welfare Officers".

## Rationale and Ethos

Every child who plays cricket should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in working with children in cricket. Everyone at Kent Cricket is committed to upholding this principle.

Child abuse is a very serious and emotive issue for society as a whole – a child could die or be permanently mentally scarred if abuse is not recognised and acted upon. It is vital to understand the feelings involved but not allow them to interfere with judgement about any action taken.

The importance of safeguarding in sport has been emphasised recently due to the allegations of abuse, most at the elite level in sport.

***Kent Cricket will endeavour to ensure a duty of care to all young people under our jurisdiction by adopting and implementing the ECB Child Safeguarding Policy “Safe Hands” in line with Kent Cricket Child Safeguarding Policy Statement. In addition, all coaches must abide by the Coaches Code of Conduct.***

The ethos:

- We create a sense of belonging by using words like ‘we’, ‘our County’ etc
- We keep the atmosphere purposeful, professional but calm
- We believe the ethos must be one of complete trust between coaches, staff, players and parents
- Our children must feel safe and confident, not least in being willing to try things and make mistakes

Respect:

Coaching staff take real interest in and have a respect for all children. In return, they expect respect from the children and amongst each other.

Expectations:

Staff aim to be consistent in their expectations, which will always be of the highest level whilst remaining realistic. They aim to be open and honest and set an example of good social behaviour with each other and with students. They are always very clear about what constitutes acceptable and unacceptable behaviour.

Recognising achievement and being positive:

Staff aim to give praise for achievements, making sure the player knows what the praise is for. They are positive in their choice of words, tone of voice, body language and attitude. They try to minimise use of negatives and are constructive.

Supporting disappointment at County level:

Coaches and other staff do not offer false expectations and hopes. Whilst they are honest about release decisions, they try to support released players by recognising achievement and potential, encouraging them and helping them to continue playing at the highest level possible outside the Kent Cricket performance structure.

Our county age group programme is overseen by Andy Griffiths (Director of Community Cricket), Mark Dekker (Community Cricket Officer - Boys) and Helen Fagg (Community Cricket Officer - Girls).



## Child Safeguarding Policy

This encompasses all aspects of Kent Cricket, including Professional Cricket, The Academy, County Age Groups, Kent Women's and Girls' Cricket, Area Cricket and Community Programmes.

Kent Cricket is committed to ensuring all Children (aged under 18) participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment
- Ensuring those working or volunteering within cricket in Kent provide a safe, positive and enjoyable cricketing experience for children
- Ensuring those working or volunteering within cricket in Kent know it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have
- Adopting and implementing the England and Wales Cricket Board (ECB) "[Safe Hands](#) – Cricket's Policy for Safeguarding Children" and any future versions of this
- Appointing a County Welfare Officer and ensuring they attend all current and future training modules required by the ECB, so they have the necessary skills to undertake their role effectively
- Providing all Welfare Officers, including those working at Clubs and within Areas with the training required by the ECB, so they have the necessary skills to undertake their roles effectively
- Ensuring all people who work in cricket at, or for, Kent Cricket (such as staff, officials, volunteers, team managers, physiotherapists, coaches etc) understand the "Safe Hands Policy" applies to them per their level of contact with children in cricket
- Ensuring all individuals working within cricket at, or for, Kent Cricket are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, Kent Cricket are provided with support, through education and training, so they are aware of, and can adhere to, good practice and code of conduct guidelines defined by the ECB, and Kent Cricket
- Ensuring the name and contact details of the County Welfare Officer are available:
  - As the first point of contact for Kent Cricket staff and volunteers
  - As the first point of contact for parents and children of Kent squad members

- As the first point of contact for all Club Welfare Officers and Welfare Officers working in the Areas
- As a local source of procedural advice for Kent Cricket, its committee and members and affiliated Clubs and Areas
- As the first point of contact within Kent Cricket for the ECB Child Protection Team, and
- As the main point of contact within Kent Cricket for relevant external agencies about child protection and safeguarding
- Ensuring that the name and contact details of the Academy Consultant Child Welfare Officer are available:
  - As the first point of contact for Kent Academy staff and volunteers
  - As the first point of contact for parents and children of Kent Academy players
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns within the County. These procedures recognise the responsibility of the statutory agencies and are in accordance with predefined child safeguarding procedures as set down by the ECB, Statutory Agencies and Local Safeguarding Children Board (LSCB) guidelines and policies
- Providing everyone connected with Kent Cricket (including children, parents, County staff, volunteers and Clubs) with the opportunity to voice any concerns they have, about possible suspected child abuse, and/or about poor practice, to the County Welfare Officer
- Ensuring all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to the County Welfare Officer, his/her deputy, Academy Consultant Child Welfare Officer (where applicable) and the appropriate external authorities, such as the Police or Children's Social Care Services, as specified within ECB child safeguarding procedures.
  - The County Welfare Officer can be contacted on 01227 473618, or 07807 026247 or e mail [kcbcwo.kent@ecb.co.uk](mailto:kcbcwo.kent@ecb.co.uk)
  - The Kent Academy Consultant Child Welfare Officer can be contacted on 07881 804627 or e mail [two\\_nashies@hotmail.com](mailto:two_nashies@hotmail.com)
  - The ECB Safeguarding Advisor can be contacted on 0207 432 1207 or e mail [lance.spring@ecb.co.uk](mailto:lance.spring@ecb.co.uk)

## **Duty of Care**

Kent Cricket, and everyone working or volunteering within Kent Cricket, has a duty to ensure the safety and welfare of any children involved in our activities, to safeguard them and protect them from reasonably foreseeable forms of harm or abuse, including physical, emotional and sexual abuse and neglect.

## **Associated policies**

Kent Cricket, in conjunction with the ECB, has initiated several associated policies, guidelines and codes to help all individuals working or volunteering for us, with the implementation of good child safeguarding practice.

These include:

- Safe Hands
- Good practice guidelines
- Poor practice guidelines
- Codes of conduct for adults working with young people, parents and the young players themselves
- Guidelines on photography and use of video equipment
- Guidelines on use of changing rooms
- Recruitment guidelines
- Player profiles
- Equality Policy
- Health and Safety Policy
- Whistle blowing Policy
- E-communication guidelines
- Transport policy
- Fast bowling, batting and fielding directives
- Concussion Guidance
- Helmet guidance
- Anti-doping Policy Statement
- Risk assessment (for away trips/tours)

These can be found on our website, in Safe Hands, on the ECB website or in the resources section of this booklet.

## **Standards of Behaviour**

Kent Cricket expects the highest standards of all its cricketers and their families. Some players will represent their County and it is important they know from an early stage what is expected of them.

We explain our expectations and standards for county age group players and their parents/guardians in two documents which are available on our [website](#):

- The Player Charter
- The Parent/Guardian Charter

The Charters are common to all age groups, ensuring a consistent approach, and cover what is expected of the Players and their families, and what they can expect from us.

The advice to parents and friends is provided in the knowledge that they will be keen to assist in ensuring that young players make the best of their opportunities in the development programme.

## **Signs of Abuse**

All children will collect cuts and bruises as part of the rough-and-tumble of daily life. Most accidental bruises are seen over bony parts of the body; elbows, knees, shins and often on the front of the body. Important indicators of abuse are bruises or injuries that are unexplained or inconsistent with the explanation given, or visible on “soft” parts of the body; cheeks, abdomen, back and buttocks.

Signs of abuse include: unexplained bruising, marks or injuries on any part of the body; multiple bruises – in clusters, often on the upper arm or outside of the thigh; cigarette burns; human bite marks; broken bones; scalds with upwards splash marks; multiple burns with a clearly demarcated edge; the child describes what appears to be an abusive act involving him/her; unexplained changes in behaviour (eg very quiet, withdrawn or displaying sudden outbursts of temper); distrust of adults particularly those with whom a close relationship would normally be expected; inappropriate sexual awareness; difficulty in making friends; loses weight for no apparent reason; becomes increasingly dirty or unkempt; excessive fear of making mistakes.

This is not an exhaustive list, and the presence of one or more indicators is not proof that abuse is taking place, but may be indicative of the need to report concerns.

## **Forms of Abuse**

All those involved in children’s sport have a responsibility to be able to recognise and respond to signs and indicators of abuse.

It is not your responsibility to decide that child abuse is occurring, but it is your responsibility to act on any concerns. Children can be abused by adults or other children, by males and females. The effects of abuse can be extremely damaging if untreated.

**Maltreatment of children** – Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. The main forms of abuse are covered briefly below. Further details can be found in [Safe Hands](#).

**Physical Abuse** - includes hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. *Physical abuse within 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 the use of drugs to enhance performance.*

**Emotional Abuse** - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It could involve telling a child they are worthless, unloved, inadequate or useless; making fun of what they say and how they communicate; serious bullying causing the child to feel frightened or in danger. *Emotional abuse within cricket may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying, racist taunts or unrealistic pressure to perform consistently to high expectations.*

**Sexual Abuse** – Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It could involve physical contact (including rape or oral sex), non-penetrative acts (including masturbation, kissing, rubbing and touching outside of clothing), non-contact activities (including involving children looking at, or in the production of, sexual images or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse). Sexual abuse can be perpetrated by males, females or other children. *Sexual abuse in cricket may involve unnecessary or inappropriate physical contact and could create situations where sexual abuse could go unnoticed. Care and thought needs to be given to this. It could involve showing under 18s indecent images.*

**Neglect** – The failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (including failure to provide adequate food, clothing or shelter; inadequate supervision, inadequate access to medical care or treatment and failing to protect a child from physical and emotional harm or danger). *Within cricket neglect could include a coach not ensuring the young people are safe, exposing them to undue cold, heat, unnecessary risk of injury, or not allowing adequate fluids in hot weather.*

**Bullying** – whilst not currently defined as a form of abuse in UK Government Guidance, there is clear evidence that it is abusive and will include at least one, two, three or all four of the defined categories of abuse above. It is also the most common form of abuse you may come across. The deliberately hurtful behaviour, usually repeated over a period,

where it is difficult for those bullied to defend themselves. It can take many forms but the three main types are physical (hitting, kicking, theft), verbal (racist or homophobic remarks, threats, name calling), and emotional (isolating an individual from activities and social acceptance of their peer group). Anti-bullying strategies should be rigorously enforced.

**Cyber bullying** occurs online and can be very damaging as children cannot get away from it, and can be subjected to it 24 hours a day.

Bullying is probably the most common form of abuse within cricket and the competitive nature of county cricket makes it an ideal environment for the bully. Kent Cricket operates a zero tolerance towards bullying and it is important you take steps to deal with any issues and support the victim.

### **Suggested Procedures if Bullying is suspected:**

1. Coach or Welfare Officer should investigate thoroughly
2. Talk to the suspected bully and the victim separately (consider having parent present)
3. Keep a record of what is said (what happened, by whom, when)
4. Take appropriate action if necessary
5. Record incident on incident report form and forward copy to Welfare Officer

If the bully is a child, suggested action would be:

1. Ask the bully to apologise to the victim
2. Talk to the bully; there may be a reason they are behaving as they are
3. Encourage the bully to change their behaviour
4. Inform parents of bully and victim
5. Consider informing other relevant people if necessary, so they can keep an eye on the bully, and support them if necessary. Eg their local Cricket Club CWO, the team coach, adult captain and if it could also occur outside cricket, to their school too
6. Inform the Welfare Officer - always
7. Support victim
8. Impose sanctions if necessary
9. Follow-up meeting with victim's family where appropriate

If the bully is a coach/member of staff:

1. Always contact Welfare Officer for advice and to agree the appropriate procedure to follow. Either you or the Welfare Officer should:
2. Talk to the coach about their behaviour
3. Support them to change their behaviour
4. Ask the coach to apologise to the victim if appropriate
5. Consider a mentor for the coach
6. Support victim
7. Talk to victim's parents

8. Consider informing other relevant people if necessary. Eg if the coach also coaches at a Club
9. If the bullying is serious, Welfare Officer will consider informing ECB and statutory authorities

See [Website](#) for the latest Anti-bullying Policy.

## **Recognising, Responding to, Recording and Reporting Concerns**

There may be a number of reasons where you find you need to report a concern including:

- 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 – BE AWARE – allegations are often made as “complaints”. If you hear a complaint which raises concerns about a child, treat it initially as an allegation
- In response to allegations made about a parent, carer or someone not working within cricket
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour

This is not a definitive list.

**There are four steps involved in taking appropriate action. Each is essential.**

1. **Recognising** that abuse may have occurred
2. **Responding** to the disclosure/suspicion and/or allegation
3. **Recording** the relevant information
4. **Reporting** the relevant information

**Recognising that abuse may have occurred:**

- See “Signs of abuse” on page 9
- A change in the child’s behaviour
- Becoming anxious, lacking confidence or withdrawn
- Displaying sexual behaviour or language inappropriate for their age
- Hungry or always tired
- Unexplained cuts or bruises or bite marks
- Self-harming or eating disorder
- Reluctance to change clothes when others around
- Seems afraid of parents or siblings or doesn’t want to go home

**Responding to a child who tells you about abuse:**

- Stay calm; do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Keep an open mind - do not dismiss the concern, make assumptions or judgements
- Listen carefully to what is said and take the child seriously
- Let the child know that if what they tell you makes you at all concerned about them or someone else, you will have to pass the information on to someone who can help them
- Ask questions for clarification only and always avoid asking questions that suggest a particular answer



- Reassure the child and stress they are not to blame
- Tell them what you will do next and with whom the information will be shared
- Be very careful not to promise that you will keep the information to yourself
- Maintain confidentiality – only tell others if it will help protect the child

**NEVER:**

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

**Recording the Incident**

Information passed to the ECB, children’s social care, LADO and/or the police needs to be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. Use the [Incident Reporting Form](#) wherever possible. Information needs to include the following:

- Details of the child, for example, age/date of birth, address and gender
- Details of the parent or guardian and whether they have been informed or not
- Details of the facts of the allegation or observations
- Details of the person alleged to have caused the incident including their name, address, date of birth or their approximate age
- A description of any visible bruising or other injuries
- The child’s account, if it can be given, regarding what has happened and how
- 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.

**Reporting the Incident**

**ALWAYS REMEMBER THIS KEY POINT:** It is everyone’s duty to report suspected cases of abuse to protect children. It is for the professionals to decide if abuse or neglect has taken place

- Report any concerns without delay to the Welfare Officer
- Provide them with a copy of the Incident Report Form
- If it is an emergency and you are concerned for the immediate welfare of a child, dial 999 and say it is a child protection concern – let the Welfare Officer know at the earliest opportunity.

## Good Practice

It is important you follow good practice guidelines. The primary concern is to safeguard children, but many of the procedures will also help safeguard you, and other adults in cricket.

Good practice means:

- Ensuring cricket is welcoming, fun and enjoyable and that fair play is promoted
- Taking a player-centred (and child centred) approach to coaching
- Being a friendly professional
- Treating all children equally, with respect and dignity
- Encouraging children to contribute to coaching sessions, ask them what they enjoyed, what they didn't; what they think they need to practice; seek feedback from them and make them feel valued
- Being an excellent role model – this includes not smoking or drinking alcohol when coaching and being mindful of your behaviour around the players at all times
- Always putting the welfare of children first and 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
- Having excellent 'boundaries', so players know how to behave and what is expected of them
- Being in line with Home Office guidelines, which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care. Sexual relationships with under 16s are a criminal offence and will always be reported to police
- Not tolerating acts of aggression
- Giving positive and constructive feedback rather than negative criticism
- Working to ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Ensuring you do not enter the changing rooms whilst players are changing (unless it is unavoidable)

## Poor Practice

Poor practice means you must never:

- Spend excessive amounts of time alone with one player away from others
- Transport children in your car (unless a family member or it is an emergency)
- Take children to your home

- Transport children in your car
- 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 player or affects their self esteem
- Allow players to use inappropriate language unchallenged
- Allow bullying to go unchallenged
- Make sexually suggestive comments to a player, even in fun
- Make a player 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 a player that they can do for themselves
- Shower with a player
- “Friend” a player on social networking sites or “follow them” on social media.

Many of the examples above are serious and need reporting urgently. In cases of minor poor practice (e.g. mild shouting, perceived victimisation of children by coach/manager/captain, limited one off minor and non-intrusive physical contact when coaching, entering of players’ changing room on a single occasion, failure to follow coaching guidelines), the following procedures are recommended to address the issue.

### **Written records should be kept by all parties**

- Discuss the matter with the Welfare Officer
- The Welfare Officer and one other member of staff should talk to the person thought to be guilty of poor practice in dealing with youngsters and explain what needs to be done
- The Welfare Officer should record (confidentially) what has occurred
- If the person continues to use poor practice Management may decide to temporarily suspend that person from their position of responsibility but such action is not at this stage mandatory
- The Welfare Officer will inform the ECB safeguarding advisor of the concerns. He will consider the facts of the case as reported - unless they are serious concerns at this stage (jeopardising children’s safety, emotional states, abuse, grooming) the ECB may refer back to the County, and ask the Welfare Officer to investigate. Generally, no ECB investigation/temporary suspension would at this stage be necessary unless the report is sufficiently serious and suggests a possible threat to child welfare
- The Welfare Officer may inform senior staff of the concerns. Where relevant the Chairman of Kent Cricket Coaches Association will be informed
- The Welfare Officer and one other representative (as indicated) would meet with the person unwilling or unable to overcome poor practice
- A short-term mentoring process/mentoring from distance and/or refresher training (Safe hands/SPC/Safeguarding Young Cricketers courses) may be introduced if that is felt to be the best way forward.

Kent Cricket or the ECB may at any stage temporarily suspend the person pending investigation. If the situation is not resolved Kent Cricket will suspend the person from all Performance related activities and inform the ECB safeguarding advisor. The ECB may refer the case to the Referral Management Group at the ECB.

## **Communicating with Parents and Children**

Kent Cricket staff must recognise each one of them is in a position of trust.

### **Communicating with County Age Group players Under the age of 16:**

When contacting children under the age of 16 in your squad, you must always communicate with their parents, **and not the child**. This is to protect both the child and the adult. Failure to adhere to this could result in disciplinary action.

### **Communicating with County Age Group Players aged 16 and over:**

If you need to contact one child in your squad over the age of 16, provided the parent has given consent, you can send them a text or WhatsApp message - **but you must always copy the parent in to the communication**.

If you need to send a message to the whole squad (aged over 16), provided the parent has given consent, you can use group texts, or group WhatsApp messaging services – **but you must always copy the other coach or team manager in**.

All contact with children over 16 should be in relation to their age group cricket programme and professional boundaries must be maintained at all times.

### **Communicating with Academy players:**

Academy coaches and team managers may communicate with all Academy players. Provided parental permission has been given, contact may be made with individual players by text or WhatsApp, as long as the parents are copied in, and communication with all Academy players via a group text or WhatsApp, as long as another coach or team manager is copied in.

Problems, misunderstandings and grooming have all occurred within sport where coaches and others working with children start to become overfamiliar with children when they use these methods of communication. All advice is primarily to safeguard children, but this advice if heeded will also safeguard you. Failure to adhere to this could result in disciplinary action.

## Using Social Media

Kent Cricket is keen to promote the safe and responsible use of communication and interactive communication technologies within cricket. However, you need to be aware of the potential risks involved and ensure you use the internet, mobile phones, website, Facebook, Twitter, WhatsApp and other interactive communication technologies responsibly. Further information can be found in Safe Hands.

- If you receive any communication from a child that causes you concern, or appears overfamiliar, you should immediately notify the Welfare Officer
- Never use your personal Facebook/other social media account to communicate with members of your Squad
- Do not accept as friends on Facebook/other, or communicate by Facebook/other with anyone in a County squad who is under the age **of 18**. If you want to set up a closed Facebook group for an older squad, contact the Welfare Officer for advice.
- Only use texts or WhatsApp to give information about training or matches and do not enter into any other dialogue with them – keep it professional at all times. This is to ensure no misunderstandings occur regarding your conduct or intentions, and to safeguard you too.
- You must make it clear squad members must always copy their parent into any communication they are sending you.
- If you are communicating with 16 to 18 year olds and Academy players, their parents must have consented on the Player Registration form.
- If you are running the Men's or Women's team and you have any players under the age of 18, these rules apply. Care must be taken if older players are sending messages to each other; if they are including U18s in these messages the content must be appropriate and you must make team members aware of this.
- Parental waivers allowing contact with U16s individually must not be accepted.

## The Use of Social Media by our Players (information for Staff)

Players should not discuss controversial cricket issues on any form of social media. This is particularly unacceptable if the comments can be construed as critical, abusive or defamatory. Players should be mindful that even a personal message sent via social media can be distributed widely via one click. Failure to adhere to this could result in disciplinary action. If you would not put it on the notice board with your name on it, it should not be posted on social media.

No player should ask a coach/manager/member of staff to be his/her friend on any form of social media.

See [website](#) for the latest Social Media Policy.

## Photographs and Videos

Where parental permission has been given, you may take photographs and videos for promotional, publicity and coaching purposes. You must be aware these photographs and videos are covered by the Data Protection Act and must be stored securely, only be used for the above purposes, and with access limited to staff in your Squad. If you are using your own equipment (phone, video, I pad, camera etc) you must provide Kent Cricket on the 1<sup>st</sup> of every month with a list of information you currently hold on your personal equipment. Academy staff must inform Laura and County age group staff must inform Rebecca. This information must include:

- Photos: Names of children and number of photos
- Videos: Names of children, number and duration of videos

See [website](#) for the latest Photo policy.

## Accidents

All accidents, however minor, must be recorded. You should either use an HSE approved Accident book, or fill in an [Accident Report Form](#). Forms must be signed by the parent or guardian when they collect their child and an explanation given of the injury and treatment provided. The sheet, or accident form is confidential, and should be forwarded to Laura or Rebecca (as relevant). Keep a copy of the form confidentially until you have confirmation it has been received. Kent Cricket will keep the record in line with current requirements.

## Recording Minor Incidents

It is useful to record any minor or trivial incident that may occur – however small – at any match or coaching session that you consider worthy of note and is a matter of concern to you. For example, arguments or adverse or negative comments made by parents or players, any comments directed at you or any member of the coaching team or staff, any mild emotional bullying between players or parents directed at players etc. Keep a [written note](#) in the log file of minor incidents and if they recur you will then be able to look at the bigger picture.

If you have safeguarding concerns, report these without delay to the Welfare Officer and complete an [Incident Reporting Form](#). This should also be forwarded to the County Welfare Officer (keeping a copy yourself).

## Our Requirements of our Staff

1. Kent Cricket must be aware of all staff and volunteers helping in your Squad and the team manager must ensure we are kept up to date. We need to ensure appropriate pre-recruitment checks have been carried out. Please ensure [Rebecca Shanks](#) is kept informed of all county age group coaches/staff you will be using for your Squad and [Laura Friend](#) for Academy coaches/staff.

All coaches, managers, umpires, scorers and supervisors you **regularly** use must go through an appropriate recruitment process and have a DBS check. If they are used on an occasional basis (eg once or twice a season for 5 or 10 minutes to demonstrate something) they will not require a DBS check but must not be left unsupervised with children. If they are used more often than this, they must have a DBS check. In addition, if you go away overnight with your squad all chaperones and staff must be DBS checked. This should be a DBS disclosure issued by the ECB and less than 3 years old or an ECB DBS registered with the DBS Update Service. Ask them to apply early – DBS disclosures are usually issued quickly but can take 3 or 4 months on occasions. Please note, just seeing a copy of their disclosure is not adequate. All DBS disclosures must be verified by Rebecca or Laura who have access to the ECB database.

2. All coaches you use must be qualified to coach at this level and have valid insurance to do so. They must be members of the ECB CA which includes appropriate insurance, which is only valid if their ECB DBS is up to date
3. DBS disclosures – Rebecca or Laura can instigate DBS disclosure applications – please contact them. All applications must now be completed on line
4. You must ensure you know the procedure if you are using overseas coaches
5. Coaches must complete the online [Safeguarding Young Cricketers Course](#) (SYC) every 3 years
6. Managers must complete a Safeguarding Course every 3 years. If they are also a coach, they can complete the SYC (as above). If they are not a coach, they need to attend the [Safeguarding and Protecting Children](#) course (SPC). If managers have attended a face to face safeguarding course in the past they can do the [online SPC](#) (or SYC if they are also a coach). There are now 3 versions of the online SPC; Renewal: Safeguarding and Protecting Children – 1) Digital kids or 2) Positive Parents or 3) Deaf and Disabled Kids
7. All coaches must attend a First Aid course every 3 years



8. There must always be someone present with up to date First Aid training
9. Kent Cricket will ask parents of all Kent Cricket County Age Group Squad players and Academy players to complete an online registration form. This will contain important information including emergency contact details, medical information, photo consents, communicating with over 16 consents etc. You will be given the relevant information from the form. Make sure you understand any implications of the medical conditions. For example, if someone has anaphylactic reactions you must know where they keep their EpiPen (if applicable) and ensure there is always someone available who knows how to use it in an emergency. If nobody knows how to use it, you may have to ask the parent/carer to be present
10. Kent Cricket will ensure they let all parents/guardians have the following information:
  - The Players' Charter
  - The Parent/Guardian Charter
  - A Fixture list and training dates
  - Transport Policy and details of getting their children to/from training and matches and what to do if an emergency prevents them from collecting their child on time
  - Photo/Video Policy
  - Changing Room Policy
  - Bullying Policy
  - Social Media Policy
  - Relevant Contact details
11. Ensure you fill in an [attendance register](#) at the beginning and end of all training sessions or matches
12. Have a look at the [Safe Hands Policy](#) – this is the ECB Child Protection Policy
13. Ensure everyone involved in the Squad always works in an open environment (ie avoid private, or unobserved situations)
14. Make sure you are aware of the different kinds of abuse, and how to recognise signs of abuse
15. Make sure you know what to do if someone reports something to you that you deem poor practice

16. Make sure you know what to do if someone reports something to you that you think is a safeguarding or child protection issue (must be forwarded straight away to Welfare Officer, or in an emergency the Police)
17. Ensure you and other Staff follow best practice when using Facebook, Twitter, WhatsApp, texts, mobile phones and other forms of social media and ensure you are aware of e safety issues. Failure to do so may result in disciplinary action
18. Arrange for an initial meeting involving players, parents/guardians, coaches and any other staff you will be using. During this meeting, you (and/or the coaches) should go over the expectations, Code of Conduct/Players Charter etc and ensure if anyone has any concerns at all, they know they can contact you. You should ensure they know there is also a Welfare Officer they can contact if they have any further concerns

# Section 2

# Resources

## Managing Children Away from the Club

The ECB produces guidelines for [Managing Children Away from the Club](#). This is part of the Safe Hands policy and you should familiarise yourself with it. It is primarily aimed at Clubs but the principles are the same for County Squads. As a designated Responsible Adult, you have a 'duty of care' as well as a legal responsibility under the Children Act for the safety and well-being of the children at all times.

### For one day events:

- Ensure you have sufficient coaches and/or responsible adults to supervise the players. The **minimum requirement** would be 2 adults over 18, at least one of whom is a Level 2 coach (or above). This ensures in the event of an accident, or incident requiring a responsible adult to leave the playing area, there is always one person left with the squad members
- A minimum staffing ratio of 1:10 for children aged 9 and over is required
- At least one member of staff must have an up to date first aid qualification
- If you have boys in your squad, it is best practice to have at least one member of staff who is male
- If you have girls in your squad, it is best practice to have at least one member of staff who is female
- Ensure you have the parents/guardians contact details for all players
- Ensure you have any medical information relevant to your players
- Ensure you have given parents/guardians your mobile phone number in case they have an emergency which prevents them from collecting their child.
- Ensure parents/guardians are aware of the [Transport policy](#).
- Ensure a [risk assessment](#) is carried out for the venue you are attending, or one has been completed by the organisers
- Ensure you take some copies of the [Incident Report Form](#), Accident book or [Accident Report](#) Forms and a First Aid Kit

The ECB produces guidelines for [Staff and Volunteers Working with Children](#) and [Coaches Working with Children](#). These are part of the Safe Hands policy and contain some useful information.

### For squad camps or fixtures involving overnight stays:

The information given above under "Managing Children Away from the Club" applies:

- For overnight trips, you should consider nominating someone as a "Home Contact" who is a responsible member, and who will act as a contact point in an emergency. They should be given the names of all players on the trip, the emergency contact details and medical information and staff contact details, and you must emphasise this

is confidential. They should also be given the telephone number of the accommodation in which you are staying. Why? In case you are ill, involved in an accident, or can't be contacted in an emergency

- Ensure you have given parents/guardians your mobile phone number in case they have an emergency and need to contact you, and the telephone number of the "Home Contact" (if used). You should emphasise these numbers are for emergencies only and no other purpose
- Remember for some children this may be the first time they have been away from their parents and they may be homesick
- Ensure a [risk assessment](#) is carried out for the venue you are attending. This will often be carried out by the Event/Festival Organiser, but you must ensure one has been done to safeguard the children in your care
- Pay particular attention to sleeping arrangements.
  - Children must not sleep in the same room as adults
  - Boys and girls must sleep in separate rooms and must not enter rooms belonging to the opposite gender
  - No adult should enter the bedroom of a child without another staff member present (except in an emergency)
- Ensure you take some copies of the [Incident Report Form](#), Accident book or [Accident Report](#) Forms and a First Aid Kit
- It is imperative everyone you are using on an overnight or residential camp has been appropriately vetted by completing an appropriate DBS. If you inform the county age group administrator/Academy administrator of all staff you are using, they will ensure this is carried out. This should be done at least 3 months prior to the camp to ensure DBS disclosures are completed in time
- Adults should lead by example and not smoke or consume alcohol
- Even if some staff are sleeping off-site, some must remain alcohol free in case of emergency requiring them to drive or supervise the children
- For trips abroad, insurance documents and the children's European Health Insurance Cards (if travelling in Europe) must be carried at all times by the lead Responsible Adult. If you are taking a squad abroad, contact the County WO for further advice

## Kent Cricket Anti-Doping Guidance

The England and Wales Cricket Board (ECB) and Kent Cricket are committed to ensuring that cricket is a drug free sport. Anti-doping programmes across all sports are intended to promote ethically fair and drug-free sport, with the aim of producing sportsmen and women who are competing and winning fairly.

***Use of illegal or recreational drugs at any time is not condoned or tolerated by Kent Cricket. If anyone is known to have taken these, they will be subject to suspension and an internal disciplinary enquiry.***

The ECB works closely with UK Anti-Doping Agency (UKAD) and the ICC to conduct a comprehensive anti-doping programme that covers education, testing and results management. The ECB [Anti-Doping web pages](#) outline these areas, providing information to players and coaches on helping them make sensible, informed decisions about competing drug-free, their requirements to comply with anti-doping regulations and the relevant resources required to do this.

The World Anti-Doping Agency (WADA) was formed in 1999 following an International Olympic Committee conference on doping that was held primarily in response to the revelations of the 1998 Tour de France.

The International Cricket Council (ICC) is a signatory to the WADA Code, and the ECB as a member of the ICC is therefore obliged to ensure that the ECB's anti-doping rules are WADA compliant. As part of the UK Government's funding structure for sport, the ECB is also obliged to meet the WADA Code requirements in order to be a recipient of any public funding.

### **ECB's Anti-Doping Rules as adopted by Kent Cricket**

The ECB issues revised anti-doping rules at the start of each year in line with the requirements of the WADA Code. As a member of the International Cricket Council (ICC) the ECB also harmonises its rules to adopt, where appropriate the anti-doping code of the ICC. It is important for all players, coaches and support staff to familiarise themselves with the anti-doping regulations relevant to their competition to ensure that they are aware of the obligations and requirements placed upon them. These are available on the [ECB website](#).

### **The Prohibited List**

In order to ensure that all players, coaches and support staff are clear on what constitutes doping in sport, WADA produces the Prohibited List. This list is an internationally agreed standard identifying the substances and methods of use that are prohibited within sport. It also defines when these substances are prohibited as there is some variation between those that are prohibited only in competition (duration of a match) and those that are prohibited both in and out of competition. Substances and methods of use are classified by categories (eg steroids, stimulants, gene doping). The use of any Prohibited Substance by an athlete for medical reasons is possible by virtue of a Therapeutic Use Exemption. The WADA Prohibited List is revised each year, with the new list coming into effect from 1 January.

[WADA 2019 Prohibited](#) List Please note that from 1 January 2010 Pseudoephedrine is listed as a prohibited substance. Therefore it is very important that you check the

ingredients of any cold or flu remedies you may be thinking of using or consider not using them at all.

### **Methylhexaneamine Warning**

There have been several recently reported cases of athletes returning positive tests for the prohibited stimulant methylhexaneamine. Inadvertent ingestion of methylhexaneamine is a very real risk for cricket players with confusion arising in relation to this substance for two main reasons.

- It is an ingredient in many widely available nutritional supplements, most commonly in those marketed as pre-exercise energy boosters or fat burners to aid weight loss with no reference made to prohibited status on the packaging of these products.
- It may be listed under a number of alternative names such as 1,3-dimethylamylamine, dimethylamylamine, dimethylpentylamine, DMAA, forthan, forthane, floradrene, geranamine and geranium oil.

It is very important to check anything you may be thinking of taking and to seek expert advice and guidance if you are unsure or require clarification on any matters.

## **Transport Policy**

Parents/guardians of all Under 18 players are responsible for the safe delivery and collection of their child for matches and training. Kent Cricket will not be registering Private Vehicles for the transportation of individuals in connection with any fixtures or practice sessions arranged by us.

Coaches and County staff will be responsible for the children in their care during training and matches but will not be responsible for transporting your child.

Parents/guardians must ensure they drop their children off in good time for the training or match, and arrive in good time to collect their children.

Squad managers will provide parents/guardians with their mobile phone number or a contact number to use in the event of a serious delay causing them to be late picking up their child. The squad manager or coach will remain at the venue with one other adult and your child unless alternative suitable and safe arrangements are made. At no time will your child be allowed to travel alone with the squad manager or other County staff member (except in an emergency).

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NB – Kent Cricket insurance will not cover staff for transporting children



## **Changing Room Policy**

We endeavour to ensure that adults will not be using the changing rooms at the same time as children. However, we will be using different facilities and it is not possible to guarantee this.

Where possible, adults will be asked to change at separate times to children\* if sharing the same facilities.

Young players uncomfortable with this arrangement are advised to change and shower at home.

Most mobile phones have a camera and video recording facilities and therefore no mobile phones are allowed to be used for any purpose in the changing rooms.

\*Provision will not usually be made for separate changing times or rooms for U18s in Professional Cricket or Women's Cricket. U18s uncomfortable with changing or showering with over 18s are advised to do so at home. Players or parents may discuss this with the Welfare Officer if necessary.

## Photography and Recorded Images Policy

Kent Cricket is keen to promote positive images of our players involved in cricket. We recognise the need to ensure the welfare and safety of all children and young people involved in our activities. The introduction of proportionate controls on the use of photographic equipment is part of general safeguarding good practice.

Parents should not be prevented from taking pictures or filming their own children.

Parents and children have the right to refuse consent to photographs being taken. Kent Cricket will endeavour to respect these wishes but cannot guarantee photographs will not be taken at our events. If parents or children wish to withhold permission, please contact the Welfare Officer to discuss this decision.

We will not knowingly permit photographs, video or other images of the young people who play cricket with Kent Cricket to be taken without consent. If you feel photos or video are being taken without that consent, please advise the Welfare Officer or in his/her absence their coach or manager immediately.

Kent Cricket may take photographs and videos of our players for promotional, publicity and coaching purposes. We will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should immediately inform the Welfare Officer. If a child has concerns about images being taken they should immediately report this to the Welfare Officer or in his/her absence their coach or manager.

Kent Cricket will follow the [guidance](#) for the use of images of Young People, as detailed within "Safe Hands" subject to the amendments below.

Kent Cricket 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 Kent Cricket and our players. Videos may be used for coaching and analysis purposes.

You should be aware that photographers or the media may be present at an event. Some events are public venues over which we may have no jurisdiction.

**All Academy Players and County Age Group players:** Parents should indicate their consent (or otherwise) on the Registration Form, to pictures being published alongside the name of their child. Parents should check their child also consents before giving permission. NB Kent Cricket should only in exceptional circumstances name a child alongside their picture if the child is under 16.

If at any time either the Parent/legal guardian or the Young Person wishes the data to be removed from the website, 7 days' notice must be given to the County Welfare Officer after which the data will be removed. All information will be handled in a secure and confidential manner and held in accordance with the Data Protection Act 2018.

## Anti-bullying Policy

Kent Cricket is committed to providing a caring, friendly and safe environment for all our players so they can train and perform in a safe and supportive environment. Everyone has the right to be treated with respect. Bullying is unacceptable. If it occurs, all children should be able to tell someone and know that incidents will be dealt with promptly and effectively.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim and can take many forms:

- Emotional: being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti and/or gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours and persistent teasing
- Cyber: bullying behaviour online or via electronic communication (email and text, social media etc). Misuse of associated technology, such as camera and video facilities

Everyone involved in Kent Cricket will:

- Encourage individuals to speak out about bullying behaviour
- Respect every child's need for, and right to a playing environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour

What to do if you are being bullied:

- Talk to someone you can trust – your coach, team manager, parent, friend or the county welfare officer
- They will take your concern seriously – if they don't – tell someone else

What Kent Cricket will do:

- We will take your concerns seriously
- We will talk to you about them
- We may discuss this with your parents or carers
- We will talk to the bully and look into the bullying behaviour
- We will try to help the bully change their behaviour
- We will support you through the whole process

- If the bullying continues, we will need to take further action against the bully.

Kent Cricket's County Welfare Officer is Bridget Owen

- [Email - kbcwo.kent@ ECB.co.uk](mailto:kbcwo.kent@ ECB.co.uk)
- Telephone - 01227 473618 or 07807 026247

ChildLine

- Telephone - 0800 1111
- Website - <https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/>

Kidscape

- Advice and practical support to prevent bullying  
[Telephone - 0207 730 3300](tel:02077303300)  
[Website - https://www.kidscape.org.uk/](https://www.kidscape.org.uk/)
- Parents advice line:  
Email - [info@kidscape.org.uk](mailto:info@kidscape.org.uk)  
Telephone – 020 7823 5430

## **Social Media and Communication Policy**

Kent Cricket is committed to safeguarding and protecting all young people under the age of 18. This policy provides guidance on how Kent Cricket staff and players use the internet and social media and the procedures for doing so. It also gives guidance on our expectations for staff and volunteers who work with us and how we expect young cricketers who are part of our county age group squads and Academy to behave online.

Problems, misunderstanding and grooming have all occurred within sport where coaches and others working with children start to become overfamiliar with them when using social media and messaging. All advice is primarily to safeguard children, but this advice if heeded, will also safeguard staff. Kent Cricket staff must recognise they are in a position of trust and any breaches of this Policy may be referred to Police, Statutory Services, or the ECB.

### **Aims**

The aims of our social media policy are:

- To protect all children and young people involved within Kent Cricket and who make use of technology (such as mobile phones, games consoles, i pads, computers and the internet) while in our care
- To provide staff, volunteers, county age group and Academy players with our policy and procedures for online safety and inform them of how to respond to incidents
- To ensure Kent Cricket is operating in line with our values and within the law regarding how we behave online.

### **Guidance on age appropriate communications**

**16 to 18-year-old County Age Group and Academy players** – the coach or team manager may communicate by message (eg text, WhatsApp) with individual county age group players or Academy players about their cricket programme, provided parental permission has been granted and the parent is copied in to the message.

The coach or team manager may communicate by message (eg text, WhatsApp) with their county age group squad, provided parental permission has been granted, the message is sent to the whole squad or most of the squad, and the team coach or manager is copied in.

### **Under 16 County Age Group players**

Staff must not communicate with any county age group players under the age of 16 by message (eg text, WhatsApp).

**Parental waivers to this Policy must not be accepted**

## **What do we mean by “Social Media”**

Any form of electronic communication allowing people to interact and share information. This includes social networking (including Facebook, twitter, LinkedIn) and media/photo/video sharing sites (including Instagram, YouTube, Snapchat, Pinterest) and interacting via messaging on our phones (texts, instant messages, WhatsApp etc) and blogging. Mobile phones, computers, i pads, games consoles etc can all be used for social media. Social media platforms are continuously evolving – it is impossible to list every site here and if you are unclear about the meaning of any part of this Policy, you must ask the County Welfare Officer.

## **What we expect of our Staff and Volunteers**

When using Social Media, Staff should always:

- Be aware of this Policy and abide by it
- Ensure they always copy the parents in, if it is a message to an individual county age group player over the age of 16
- Ensure they always copy the parents in, if it is a message to an individual Academy player
- Ensure they always copy the coach/team manager in, if it is a group message
- Use this medium to disseminate information about training or matches and do not enter into any other dialogue with them. This is to ensure no misunderstandings occur regarding your conduct or intentions, and to safeguard you too
- Report anything to the County Welfare Officer straight away, if it causes you concern. For example, if you receive any e mail, text or other communication from a child that causes you concern, or appears overfamiliar
- Make it clear to county age group players and Academy players that they must copy their parent into any texts, e mails or social media messages they are sending you
- Use professional language and behaviour when using social media

If you are running the Men’s or Women’s team and you have any players under the age of 18, these rules apply. Care must be taken if players are sending messages to each other; if they are including U18s in these messages the content must be appropriate and you must make your squad members aware of this.

Staff must never:

- Communicate with any county age group player or Academy player under the age of 18 by connecting on any social media network (eg Facebook, Twitter etc) \*\*
- Use social media networks to connect and ‘Friend’ or ‘follow’ county age group players or Academy players under the age of 18 \*\*
- Accept any county age group player or Academy player under the age of 18 as a ‘friend’ on a social media network (eg Facebook/other)
- Post anything inappropriate on their own account, or anything that could reasonably be considered offensive or bring the sport or Kent Cricket into disrepute
- Sign off messages with emojis or ‘kisses/xxx’

- Take, send or forward images of people that are illegal, offensive or invading someone's privacy
- Communicate with any county age group player under the age of 16 via messaging (eg text, WhatsApp) – always communicate with the parents

\*\* except family members

If staff would like to set up any form of closed group for their squad that does not meet the criteria above, they must speak with the County Welfare Officer first.

### **What we Expect of our County Age Group and Academy Players**

- Our county age group and Academy players should be aware of this social media policy and agree to its terms
- We expect our players' behaviour online to be consistent with this guidance and this relates to all digital devices including smart phones, tablets, consoles, i-pads, computers etc
- Players must not engage in bullying on social media, or making offensive or upsetting comments about other players, officials or staff
- Players must not engage in "sexting" (sending someone sexual, naked or semi-naked images or videos of themselves or others or sending sexually explicit messages) or sending pictures to anyone that are obscene, indecent or menacing.
- Players under the age of 16 (excluding Academy players) must never communicate with staff via messaging
- Players (Academy players or over 16s) must only contact the coach/team manager by messaging if they also copy their parents in to all messages
- No player under the age of 18 must ask coaches or team managers to be their 'friend' on social media. If a coach or team manager asks them to be a 'friend' this must be reported immediately to the County Welfare Officer

If you are a player and are concerned that hurtful messages or indecent images of you have been circulated on line, the County Welfare Officer can support you.

The County Welfare Officer is available to support any players or staff who need help regarding the use of social media.

If you need further guidance or advice, please contact the [County Welfare Officer](#).

## **ECB Guidance on the Wearing of Cricket Helmets (“Head Protectors”) by Young Players 2016**

In February 2015, the England and Wales Cricket Board (ECB) issued updated safety guidance on the wearing of helmets by young players up to the age of 18. In brief, the guidance recommends that:

- helmets with a faceguard or grille must be worn when batting against a hard cricket ball in matches and in practice sessions
- young players should regard a helmet with a faceguard as a normal item of protective equipment when batting, together with pads, gloves and, for boys, an abdominal protector (box)
- young wicket keepers must wear a helmet with a faceguard, or a wicketkeeper face protector when standing up to the stumps.

With the assistance of schools, cricket clubs and leagues, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales. Helmets are widely available and are covered by an updated British Standard (BS7928:2013). A face protector represents an alternative head protection system for young wicket keepers. Wicketkeeper Face Protectors are covered by a new British Standard (BS 7928 – 2 :2009). The ECB strongly recommends that wherever possible

junior players use head protectors that have been tested against junior sized cricket balls.

Parental or guardian written consent allowing a young player not to wear a helmet should not be accepted in any form of cricket.

This guidance applies to all players up to the age of 18, both in adult cricket and in all junior cricket played with a hard cricket ball.

The guidance also applies during all practice sessions. Any individual taking responsibility for players should take all reasonable steps to ensure that this guidance is followed at all times.

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

Update: In November 2015 the following general guidance was issued for men, women and children. This applies to head protectors worn by all cricketers.



## **ECB and PCA Guidance: Head Protectors/Helmets**

The ECB and PCA strongly encourage all cricket clubs and cricketers to review their existing head protector equipment. In this Guidance Note, references to “head protectors” means helmets with a faceguard or grille.

The design and manufacture of cricket head protectors is now governed by British Standard **BS7928:2013**, which has been adopted by the ICC as the international standard. The standard ECB/PCA playing contract for professional cricketers also specifies that any helmet provided to a player by his employer club must meet this safety standard.

Note that **BS7928:2013** specifies different tests for helmets to be used in senior and junior cricket, reflecting the smaller ball size used in the latter.

The helmets listed below at Section 6 are those for which evidence has been provided to the ECB by the relevant manufacturer that the standard has been met and the appropriate authority to display a “CE quality mark” granted.

That list distinguishes between helmets which are approved for use in senior and junior cricket, and includes some helmets which have been approved for use at both levels.

### ***1. Key Features of the New Safety Specification***

The key features of the new specification, **BS7928:2013**, are:

- it now includes a facial contact projectile test that assesses for penetration of the ball through the faceguard, and contact of the faceguard onto the face, using realistic ball impact speeds and conditions.
- head protectors have been tested separately against men’s and junior sized cricket balls (a five-and-a-half ounce ball and a four-and-three-quarter ounce ball, respectively).

### ***2. Women’s cricket***

There was neither a pre-existing specific women’s head protector nor is there any BSi specification for women’s cricket head protectors.

However, as the size of the standard women’s cricket ball is between the standard men’s and junior’s balls, it is recommended that women use head protectors which have been tested against both the men’s and junior sized ball or at least against the junior size ball (because the smaller ball could potentially get through the gap above the faceguard on a men’s head protector).

### **3. Junior cricket (Under 18s)**

Since 2000, the ECB has published safety guidance regarding the wearing of head protectors by all cricketers under the age of 18. The ECB's current guidance is that all cricketers under the age of 18 must wear a head protector whilst batting in matches or practice sessions. The ECB also now strongly recommends that junior players use head protectors which have been tested against the junior sized ball.

Wicketkeepers under the age of 18 should wear a head protector with a faceguard, or a wicketkeeper face protector, at all times when standing up to the stumps.

Any individual taking responsibility for any player(s) under the age of 18 should take reasonable steps to ensure this guidance is followed at all times. No parental consent to the non-wearing of a head protector should be accepted.

### **4. Risk of injury**

Whilst the ECB and PCA consider that head protectors are an essential part of a cricketer's kit to mitigate the risk of death, injury or disability, it must be remembered that wearing a head protector cannot entirely eliminate that risk. The new specification makes head protectors safer than before, but cannot eliminate the risk of injury.

### **5. Things to look out for in purchasing a new head protector**

The ECB and PCA has issued this guidance in order to heighten understanding, so that informed decisions as to which head protectors to purchase and use can be made by all cricketers.

Head protectors that have been tested against and comply with the new specification will be clearly labelled "**BS7928:2013**" and will contain clear labelling setting out whether the head protector has been tested against

- (i) a men's standard ball size of 5 ½ ounces,
- (ii) a junior standard ball size of 4 ¾ ounces, or
- (iii) both men's and junior size balls.

**The list of known head protectors that have met BS7928:13 as of 28 September 2018 can be found on the [ICC website](#).**

Up to date ECB [guidance on helmets](#). (Correct as of November 2018).

## ECB Concussion Guidance – Information relating to Children

The ECB has a section of their website dedicated to [Concussion guidance](#). You are advised to make yourself familiar with it, and visit it in the event of someone suffering from concussion. Any player with a suspected head injury must be monitored both on and off the field; the player should not leave the ground without being provided with head injury advice (the parent must be informed).

If a child has received a blow to the head, it is imperative you follow the below guidelines. The **Four Rs** are fundamental:

- **Recognise**– does the player appear to be suffering from any of the following symptoms; headache, dizziness, confusion, irritability, lack of memory or balance
- **Remove**– a player suffering from concussion symptoms must be removed from the field of play. If symptoms do not worsen; continue to monitor for any changes and seek advice from a medical practitioner. If the player's symptoms worsen i.e. increasing headache, vomiting and deterioration of conscious state, stabilisation and referral to hospital is required.
- **Recover**– a child must be rested from both physical activities and brain activities such as reading, computer video games, and watching television until they are symptom free. If symptoms return during this period, reduce provoking activities such as the above and gradually reintroduce until recovery is complete
- **Return**– If a diagnosis of concussion is made an appropriate graded return to play should be followed once symptom free. This involves gradual reintroduction of both academic studies and physical exercise activities for the child

Children and adolescents should follow an extended graded return to play – a more conservative approach is required than with adult concussion as the child and adolescent brain is still improving its learning potential.

Children's/adolescents' (five to 19 years) brains are still developing and as such, all children and adolescents require additional caution in the management of head injuries. The child and adolescent brain is still improving its learning potential and thus it is imperative that the cognitive function is restored as a priority before any return to sport is considered. The [Graded Return to Play](#) requires the child to be fully functional in the school environment, before reintroducing physical exercise activities, with a minimum of 48 hours to be fulfilled at each activity stage. This means that any child/adolescent who has sustained a concussion cannot return for at least 23 days. Head injury advice should be given to an adult as the child could appear stable with no major concerns and be sent home.

[Factsheet for coaches](#) on concussion

[Factsheet for parents](#) on concussion

[Factsheet for umpires](#) on concussion

[Factsheet for players](#) on concussion

**IF A CHILD RECEIVES ANY FORM OF INJURY TO THE HEAD YOU MUST NOT LET THE CHILD GO HOME ALONE AND MUST MAKE THE PARENT/CARER AWARE.**

**Children can “go off” some hours/days after a head injury.**

Correct as of November 2018

## ECB Fast Bowling Directives 2016

Age	Max Overs per spell	Max Overs per day
Up to 13	5	10
U14, U15	6	12
U16,U17,U18,U19	7	18

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

Having completed a spell the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his\* spell have been bowled from the same end. A bowler can change ends without ending his current spell provided that he bowls the next over that he legally can from the other end. If this does not happen his spell is deemed to be concluded. If play is interrupted, for any reason, for less than 40 minutes any spell in progress at the time of the interruption can be continued after the interruption up to the maximum number of overs per spell for the appropriate age group. If the spell is not continued after the interruption the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell before the interruption have been bowled from the same end. If the interruption is of 40 minutes or more, whether scheduled or not, the bowler can commence a new spell immediately.

In matches of 20 overs or less per team where the competition regulations only allow bowlers to bowl less than or equal to the number of overs specified as the

maximum in a spell in the Directives the provisions requiring an equivalent number of overs from the same 26 Fast Bowling Match Directives 346 end to have elapsed before a subsequent spell can commence shall not apply (e.g. in any age group competition where a maximum of 4 overs per bowler is allowed these may be bowled at any time in the innings irrespective of the number of spells bowled).

Once a bowler covered by these Directives has bowled in a match he cannot exceed the maximum number overs per day for his age group even if he subsequently bowls spin. He can exceed the maximum overs per spell if bowling spin, but cannot then revert to bowling fast until an equivalent number of overs to the length of his spell have been bowled from the same end.

If he bowls spin without exceeding the maximum number of overs in a spell the maximum will apply as soon as he reverts to bowling fast. Captains, Team Managers and Umpires are asked to ensure that these Directives are followed at all times.

For guidance, it is recommended that in any 7 day period a fast bowler should not bowl more than 4 days in that period and for a maximum of 2 days in a row. Age groups are based on the age of the player at midnight on 31st August in the year preceding the current season.

\*Any reference to he/his should be interpreted to include she/her.

(Correct 11/18)

## ECB Fielding Regulations 2016

The ECB has regulations covering the minimum fielding distances for young players in all matches where a hard ball is used.

- No young player in the Under 15 age group, or younger, shall be allowed to field closer than 8 yards (7.3 meters) from the batsman's position on the popping crease on a middle stump, except behind the wicket on the off side, until the batsman has played at the ball
- For players in the Under 13 age group, and below, the distance is 11 yards (10 meters)
- These minimum distances apply even if the player is wearing a helmet
- Should a young player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back
- In addition any young player in the Under 16 to Under 18 age groups, who has not reached the age of 18, must wear a helmet and, for boys, an abdominal protector (box) when fielding within 8 yards (7.3 meters) from the batsman's position on the popping crease on a middle stump line, except behind the wicket on the off side. Players should wear appropriate protective equipment whenever they are fielding in a position where they feel at risk

- These fielding regulations are applicable to all cricket in England and Wales. Age groups are based on the age of the player at midnight on 31<sup>st</sup> August in the year preceding the current season

(Correct 11/18)

## **ECB Anti-Corruption Code**

Kent Cricket fully supports the ECB Anti-Corruption Code and requires all players, staff and volunteers to abide by it.

The Anti-Corruption Code for Participants can be seen [here](#).

## **Mental Health and Well being**

Mental health is a part of our overall health. We all have it. But what is it?

There are a number of different ways of defining mental health. Some examples are:

- How we feel about ourselves and the people around us
- Our ability to make and keep friends and relationships
- Our ability to learn from others and to develop psychologically and emotionally.

Being mentally healthy is also about having the strength to overcome the difficulties and challenges we can all face at times in our lives – to have confidence and self-esteem, to be able to take decisions and to believe in ourselves. You have good mental health if you are able to think, feel and react in the way you need and want to.

Having said we all have “mental health”, it is also important to understand when someone might need to get some help or support with how they are feeling – or to know when perhaps they may be experiencing a more serious problem.

What is Mental Ill Health?

When our mental health is not so good, we use terms like “mental health issue” or “mental ill health”. We might have mental ill health if we are finding the way we are thinking, feeling or reacting is more difficult or impossible to cope with, maybe because things are happening in our lives right now and we can’t deal with them. “Mental illness” should only be used to refer to a specific, diagnosed condition. Our Mental health should be looked at as a continuum. It is fluid and changes all the time.

It is quite normal to sometimes feel worried, anxious or upset when things don’t go as someone had hoped; everyone faces pressure in their lives at certain times and for young people these can include:

- Exams
- Illness or injuries
- Physical stress from doing too much
- Making up and breaking up with friends, family arguments
- Balancing the pressures of family, exams, cricket and life in general.

It is not a sign of weakness to speak up, and we know it takes courage to do so. Kent Cricket wants to support all our players and encourages them to speak up or seek help if they are feeling under too much pressure. They should be encouraged to speak with their coach, Team Manager, their parents, a teacher or to contact the County Welfare Officer for support.

Coaches and team managers should look out for some of the signs that someone may be anxious or worried to the extent it is interfering with their everyday life. They will not experience all of these, but common indicators are:

- A change in mood, being irritable, aggressive or tearful

- Being withdrawn or not participating fully – or being louder or more exuberant than usual
- Being argumentative or getting into conflict with others
- Erratic or socially unacceptable behaviour
- Being indecisive or not being able to concentrate
- Feeling tired all the time or feeling run down
- Frequent headaches, tummy upsets or other minor illnesses
- A loss in confidence
- Lack of interest in the game
- Self-harming
- Loss of humour

### **Don't be afraid to ask someone how they are feeling**

If a concern is reported to you, be supportive. Tell them it was right to let you know. Keep the chat positive and supportive. Be empathetic and take them seriously.

Ask questions like:

- How are you feeling at the moment?
- How long have you felt like this?
- Who do you feel you can go to for support?
- Is there anything I can do to help?

You should then pass on their concerns to your line manager or the County Welfare Officer. They will decide on the appropriate course of action to support the player and this would usually involve telling their parents. If you are worried about the immediate safety of the child, dial 999 and ask for advice, or 111 if it is less urgent.

Finally it is important to look after yourself. Supporting someone in distress can be challenging and upsetting so it is essential to look after your own mental health afterwards. Seek support, for example from your line manager or County Welfare Officer. Talking to someone and expressing your feelings is healthy. Kent Cricket will support you.

Other sources of help:

MIND Tel 0300 123 3393 or text 86463. [www.mind.org.uk](http://www.mind.org.uk)

Rethink Advice and Information Service – 0300 5000 927 – [www.rethink.org](http://www.rethink.org)

Childline: Free 24 hour helpline for children – 0800 1111 – or you can chat 1:2:1 with a counsellor – see website: [www.childline.org.uk](http://www.childline.org.uk)



## **Bereavement counselling**

In the unfortunate and extremely sad circumstances of the death of a young cricketer who was a member of a county age group squad, there may well be a need to offer advice, support and counselling to the youngster's circle of friends at the Cricket Club.

The Welfare Officer should be informed. The Welfare Officer will suggest various contact details for support and counselling.

### **Childline**

Children can contact Childline to talk to a counsellor (in addition to seeking help and support for other worries they have).

Contact no 0800 1111

Online enquiry – [click here](#)

### **Holding On Letting Go**

This is a Kent and Medway Charity that supports bereaved children and young people aged 6 to 16 and their families and carers, who have experienced the death of an important person in their lives.

Contact no 03445 611 511 or e mail [info@holg.org.uk](mailto:info@holg.org.uk)

### **Cruse Bereavement Care**

Cruse Bereavement Care supports children and adults after the death of someone close. They offer face-to-face, telephone, e mail and website support. Their services are provided by trained volunteers and are confidential and free.

Contact no 0808 808 1677

[Hope Again](#) - is the youth website of Cruse Bereavement Care. It is a safe place where young people who are facing grief can find information, a listening ear from other young people, and share their stories with others.

[The ECB Safeguarding Team](#) may also be able to provide suggestions for support.

# Section 3

# Forms



## Accident Report Form

Either use an Accident Book, or Accident Report Form to record all accidents. The form should be forwarded to Kent Cricket and a copy kept by you. Please note, details of accidents should be kept for 7 years in case there is a claim at a later stage against the County. NB It is very important to tell the parent/guardian about the injury, no matter how insignificant it may seem, **and ask them to sign the form.**

<b>Name of Injured person:</b>		
<b>Address of Injured person:</b>		
<b>Date and time of Accident:</b>	Date:	Time:
<b>Nature of Injury:</b>		
<b>Describe the Accident</b>		
<b>Details of any first aid given</b>		
<b>Was the parent contacted:</b> <b>If yes, details given to the parent</b>	Yes      No	
<b>Who by?</b>		
<b>Additional Actions undertaken or required</b>		
<b>Additional Notes:</b>		

.....  
Signature of Official/First Aider

.....  
Signature of Parent/Guardian

.....  
Date

Please return this form to Kent Cricket and keep a copy confidentially.

## Incident Reporting Form

<b>Section 1 – Details of Child and their Parent/Guardian:</b>			
Name of Child:			
Male	Female	Age:	Date of Birth:
Parents'/Guardian's name(s):			
Home address:		Postcode:	
		Telephone:	
<b>Section 2 – Your details</b>			
Your Name:		Your Position:	
Address:		Date of Incident:	
Tel:		Time of Incident:	
<b>Section 3 – Your report:</b>			
<input type="checkbox"/> I am responding to my own concerns <input type="checkbox"/> I am responding to concerns raised by someone else. If responding to concerns raised by someone else, give their name, contact details and position in the district			
Please provide details of the incident or concerns you have, including times, dates, place or other relevant information (eg description of injuries, whether you are recording fact, opinion, or hearsay):			

It may not be appropriate to ask for the child's account – instead report the matter straight away. If it is appropriate, or the child is raising the concern with you ensure:

- You reassure the young person
- Are honest and do not made promises you cannot keep
- You explain why you may have to tell other people in order to stop what's happening
- You avoid closed questions and ask as few as questions as possible
- You encourage the child to use their own words and write down exactly what they say

Details of person alleged to have caused the incident/injury if known:

Name: \_\_\_\_\_ Date of Birth/Approx Age: \_\_\_\_\_

Address: \_\_\_\_\_

Contact details of any witnesses to the incident(s):

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Have you spoken to parents?                      Yes                      No

If yes, what was said? NB: It may not be appropriate for you to speak with parents.

<p>Have you spoken to the child?                      Yes                      No</p> <p>If yes, what was said? NB: It may not be appropriate for you to speak with the child.</p>
<p>Have you spoken to the person the allegations are being made against?    Yes                      No</p> <p>If no, DO NOT approach them or let them know you have concerns. If yes, what was said?</p>
<p>Please provide details of any further action taken to date:</p>
<p>Have you informed the statutory authorities? If so, give details of the person you spoke to.</p> <p>Children’s Social Care    Yes/No                      Police    Yes/No                      LADO    Yes/No</p> <p>Name:</p> <p>Contact Number:</p>
<p><b>Data Protection</b></p> <p>Kent Cricket and the England and Wales Cricket Board will each use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident, to follow the “Safe Hands Policy” and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County Boards, individuals that are subject of an investigation and/or governmental authorities such as the police, children’s social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.</p> <p><b><i>As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</i></b></p>

Your Signature:	Date:	Time:
<p>What to do next: The contents of this report and a photocopy of this report should be passed to the County Welfare Officer – <a href="mailto:kbcwo.kent@ecb.co.uk">kbcwo.kent@ecb.co.uk</a> or for Academy players, the Consultant Child Welfare Officer – <a href="mailto:two_nashies@hotmail.com">two_nashies@hotmail.com</a> Please retain the original copy of this form, and any other original notes you may have made, retaining these in a private and secure location.</p>		



## Risk Assessment Form

**To be completed for all home venues, or away venues for overnight stays and others as appropriate**

**Venue:**

<b>Playing/Training Area</b>		
Check the area and surroundings are safe and free from obstacles. Check match/practice area, lighting, free from tripping hazards, nets safe (if applicable), security and welfare arrangements		
<b>Is the area fit and appropriate for the activity?</b>	<b>Yes</b>	<b>No</b>
If no, outline hazard, who may be at risk and action taken, if any.		
<b>Clubhouse/Changing rooms</b>		
Check the Clubhouse, changing rooms and toilets are safe and free from tripping hazards, obstacles etc.		
<b>Is the building fit and appropriate for the activity?</b>	<b>Yes</b>	<b>No</b>
If no, outline hazard, who may be at risk and action taken, if any.		
<b>Car Park/Access</b>		
Check the car park; ensure cars are not parked in places that make access hazardous for children. For large events, ensure parking marshals are present with high visibility vests.		
<b>Is the car park safe for children to come and go?</b>	<b>Yes</b>	<b>No</b>
If no, outline hazard, who may be at risk and action taken, if any.		
<b>Equipment</b>		
Check it is sound for the activity, and suitable for the age group/ability. Check no equipment left out from previous groups.		

<b>Is the equipment safe and appropriate for the activity?</b>	<b>Yes</b>	<b>No</b>
If no, outline unsafe equipment, who may be at risk and action taken, if any.		
<b>Participants</b>		
Check the participants are appropriately attired and safe for activity (helmets, box, gloves, sunscreen, water etc). Check the attendance register has been completed.		
<b>Are participants appropriately attired and safe for the activity?</b>	<b>Yes</b>	<b>No</b>
If no, give details, who may be at risk and action taken, if any.		
<b>Emergency Information</b>		
Check the emergency access routes are clear, a telephone and access to the emergency information for players is available		
<b>Are emergency routes clear?</b>	<b>Yes</b>	<b>No</b>
<b>Is there access to a phone, and player's medical information and emergency contact details?</b>	<b>Yes</b>	<b>No</b>
If no, give details, who may be at risk and action taken, if any.		
<b>For Overnight Stays</b>		
Check the overnight venue arrangements are satisfactory including dormitories/sleeping arrangements.		
If not satisfactory, give details, who may be at risk and action taken, if any.		
<b>Any Other Information</b>		
<b>Signed:</b>	<b>Name:</b>	<b>Date:</b>

## Useful contact list for county age group coaches/managers/staff

Role	Name	Phone	E mail
Manager			
Head Coach			
Assistant Coach			
Umpire			
Scorer			
Squad Emergency Contact			
Director of Community Cricket	Andy Griffiths		<a href="mailto:andy.griffiths.kent@ecb.co.uk">andy.griffiths.kent@ecb.co.uk</a>
County Girls	Helen Fagg	07528 886096	<a href="mailto:helen.fagg.kent@ecb.co.uk">helen.fagg.kent@ecb.co.uk</a>
County Boys	Mark Dekker	07818 391561	<a href="mailto:mark.dekker.kent@ecb.co.uk">mark.dekker.kent@ecb.co.uk</a>
County Age Group Administrator	Rebecca Shanks	01227 473618	<a href="mailto:rebecca.Shanks.Kent@ecb.co.uk">rebecca.Shanks.Kent@ecb.co.uk</a>
Coaching Courses	Richard Harvey	01227 473618	<a href="mailto:richard.harvey.kent@ecb.co.uk">richard.harvey.kent@ecb.co.uk</a>
Kent Cricket		01227 473618	<a href="http://www.kentcommunitycricket.co.uk">www.kentcommunitycricket.co.uk</a>
ECB	Switchboard	020 7432 1200	<a href="http://www.ecb.co.uk">www.ecb.co.uk</a>
ECB Safeguarding Manager	Richard Desjardins	01509 228630	<a href="mailto:richard.desjardins@ecb.co.uk">richard.desjardins@ecb.co.uk</a>
County Welfare Officer	Bridget Owen	07807 026 247	<a href="mailto:kcbcwo.kent@ecb.co.uk">kcbcwo.kent@ecb.co.uk</a>
Asst County WO	Alan McCawley	07771 621534	<a href="mailto:alanmcc@tesco.net">alanmcc@tesco.net</a>
NSPCC (adults with concern about a child) Childline (for children to use)		0808 800 5000 0800 1111	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childrens' Social Care – Kent	Central Duty Team Urgent after hours	03000 41 11 11 03000 41 91 91	<a href="mailto:social.services@kent.gov.uk">social.services@kent.gov.uk</a> <a href="http://www.kent.gov.uk/social-care-and-health">http://www.kent.gov.uk/social-care-and-health</a>

## Useful contact list for Academy coaches/managers/staff

Role	Name	Phone	E mail
Manager			
Head Coach			
Assistant Coach			
Umpire			
Scorer			
Squad Emergency Contact			
High Performance Director	Jason Weaver	07789 480990	<a href="mailto:jason.weaver.kent@ecb.co.uk">jason.weaver.kent@ecb.co.uk</a>
Consultant Welfare Officer	Dave Nash	07881 804627	<a href="mailto:two_nashies@hotmail.com">two_nashies@hotmail.com</a>
ECB Safeguarding Manager	Richard Desjardins	01509 228630	<a href="mailto:richard.desjardins@ecb.co.uk">richard.desjardins@ecb.co.uk</a>
ECB	Switchboard	020 7432 1200	<a href="http://www.ecb.co.uk">www.ecb.co.uk</a>
DBS Disclosures	GbGroup	0845 251 3000	<a href="mailto:ecbchecks@gbgplc.com">ecbchecks@gbgplc.com</a>
NSPCC (adults with concern about a child)		0808 800 5000	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childline (for children to use)		0800 1111	
Child Protection in Sport Unit		0116 234 7278	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
Childrens' Social Care – Kent	Central Duty Team Urgent after hours	03000 41 11 11 03000 41 91 91	<a href="mailto:Social.services@kent.gov.uk">Social.services@kent.gov.uk</a> <a href="http://www.kent.gov.uk/social-care-and-health">http://www.kent.gov.uk/social-care-and-health</a>
Kent Community Cricket		01227 473618	<a href="http://www.kentcommunitycricket.co.uk">www.kentcommunitycricket.co.uk</a>

## Checklist for Co Squad Managers

Please complete this after you have read the booklet

Do you:	Y/N	Action if No	Y/N
Know what good practice is and how to work safely with children?		See Safe Hands	
Know what to do if someone raises a safeguarding concern?		See Safe Hands	
Have an incident reporting form?		See example or download from:	
Ensure your coaches, umpires, scorers and team manager have had an appropriate ECB DBS check?		Report to Performance Manager. Ensure person is supervised until DBS completed. Request a DBS from Rebecca or Roz	
Have Emergency Contact details of parents for all children?		Ask for this information as a matter of urgency	
Take these contact details with you to away fixtures?		Keep details in file, and ALWAYS take with you	
Have Medical information about all players and take this information to away fixtures?		Ask for this information as a matter of urgency. Keep in file and take with you	
Have a procedure to follow if a parent does not arrive to collect their child?		Agree a Policy and ensure parents are aware of it	
Have photo and video consent?		This will be collected by Admin - ask if you have not received	
Complete a Risk Assessment when attending new venues?		Ensure you do	
Contact the Parents by e mail/text and not the children? (Or Children AND parents if over 16 and consent given or an Academy player)		See guidance here & Safe Hands	
Ensure all players and parents know who to come to if they have any concerns?		Include in introductory chat and squad information you provide	
Have a minimum of 2 adults (over 18) supervising each practice session or match?		Ensure you do. See Safe Hands	
Have enough qualified coaches to run the session safely? Net coaching: 1 coach:8 children Hard Ball Coaching: 1 coach:16 children		Ensure you do. You cannot run the session safely unless you do.	
If you are taking girls, aim to have at least one female member of staff?		Ensure one is	
If you are taking boys, aim to have at least one male member of staff?		Ensure one is	
Ask parents to make their own travel arrangements for their children (eg arrange amongst themselves)?			
Know the current ECB Fast Bowling Directives for matches and practice sessions?			
Know the ECB Fielding Regulations?			
Know the ECB Guidance on Wearing of Cricket Helmets?			
Know the ECB Guidance on Concussion?			
Know how and when to contact the County WO?		Complete template, and see guidance	
Know how to organise a safe overnight camp (if applicable)?		See Safe Hands	

## Notes – keep a record of minor incidents

Name of child/adult:	Date of incident:
Details:	
Actions Required:	
Signed:	Date:

Name of child/adult:	Date of incident:
Details:	
Actions Required:	
Signed:	Date:

## Notes