



TALENT PATHWAY

Safeguarding Information for Kent Cricket Staff working with Cricketers

Professional Cricket
Kent Women's Teams
Academy
Talent Pathway Squads
Working in Community Cricket

November 2020

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1.1 Introduction

The welfare of all children, young people and adults taking part in Kent Cricket activities is of paramount importance. This booklet explains the expectations we have of you and tells you what to do if you have a concern. Our Safeguarding Policies, Safe Hands and this booklet must be adhered to by everyone working for Kent Cricket, whether paid or as a volunteer. If you have any questions, or anything is unclear, you should ask for clarification.

This booklet should be read in conjunction with [Safe Hands](#), the ECB Policy for Safeguarding Children.

If you are concerned about the welfare of a young person or adult – doing nothing is NOT an option.

For all safeguarding concerns you should contact:

Bridget Owen, County Welfare Officer
Bridget.owen@kentcricket.co.uk
07807 026247 or 01227 473618

Or in her absence:

Alan McCawley, Deputy County Welfare Officer
alancricket@live.com
07771 621534

If you need advice straight away and cannot reach one of the Welfare Officers above, call the ECB Safeguarding Team:

Tel: 0207 432 1200 or the ECB Safeguarding Advisor, Claire Bassett: 07787 666692

Or if you have an urgent concern about someone, call the Emergency Services on 999.

Additional helpful numbers can be found at the end of Section 2.

1.2 Safeguarding at Kent Cricket

This encompasses all aspects of Kent Cricket's work, including Professional Cricket, Kent Women's and Girls' Cricket, The Academy, Talent Pathway and our staff working in the Community.

Please see separate Area Safeguarding Booklet for Area Cricket.

Safeguarding at Clubs is not included in this booklet and Clubs should refer to Safe Hands for Club safeguarding information.

Duty of Care

Kent Cricket, and everyone working or volunteering within Kent Cricket, has a duty to ensure the safety and welfare of everyone participating in our activities; all children and all adults. We have a duty to safeguard them and protect them from reasonably foreseeable forms of harm or abuse.

Associated policies

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

You must ensure, where relevant, you are aware of the following policies all of which can be found in the Employee handbook, on our website or the [ECB website](#):

- Safe Hands – ECB Safeguarding Children Policy
- Kent Cricket Safeguarding Children Policy Statement
- Kent Cricket Safeguarding Adults' Policy Statement
- Kent Cricket Welfare Policy Statement
- Kent Cricket Equality Policy
- Kent Cricket Transport policy
- Codes of Conduct
- Kent Cricket Photography and Recorded Image Policy
- Kent Cricket Guidelines on use of Changing Rooms
- Kent Cricket Recruitment policy
- Kent Cricket E-communication policy
- ECB Fast bowling, batting and fielding directives
- ECB Concussion Guidance
- ECB Helmet guidance
- ECB Anti-doping Policy Statement

Standards of Behaviour

Kent Cricket expects the highest standards of all its cricketers and their families. We explain our expectations and standards for Talent Pathway and Academy players and their parents/guardians in two documents which are available on our website:

- The Player's Charter

- The Parent/Guardian's 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.

1.3 Safeguarding Children and Young People

Kent Cricket is committed to ensuring all children (aged under 18) participating in cricket have a safe and positive experience. Please see our Safeguarding Children Policy Statement on our website.

1.4 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.

1.5 Forms of Abuse - Children

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 if 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 not addressed.

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 or pornography or sexualised conversations.*

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 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.

1.6 Suggested Procedures if Bullying is suspected:

Always deal with situations as soon as possible. In the first instance it may be appropriate to speak immediately to the perpetrator and then keep an eye on the situation. Problems can often be avoided if you challenge inappropriate behaviour every time you witness it. If more serious or repeated:

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

1. Talk to the suspected bully and the victim separately (consider having parent present). There may be reasons for the bully acting in the way they are
2. Ask the victim what they would like to happen (and where appropriate, follow their wishes)
3. Ask the bully to apologise to the victim (if they have bullied them)
4. Encourage the bully to change their behaviour
5. Inform parents of bully and victim
6. 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, and if it could also occur outside cricket, to their school too (discuss with County WO)
7. Inform the County Welfare Officer – always if it affects Talent Pathway players/staff
8. Support victim
9. Impose sanctions if necessary
10. Follow-up meeting with victim's family where appropriate
11. Keep a written record of what was said (what happened, by whom, when) and the actions you have taken on an Incident Report form and forward copy to County Welfare Officer.

If the bully is a coach/member of staff this would be “emotional abuse”

1. **Always contact County Welfare Officer** for advice and to agree the appropriate procedure to follow. The County Welfare Officer/you will:
2. Talk to the coach about their behaviour and if found to be emotional abuse:
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. Inform their line manager
10. If the bullying is serious, the County Welfare Officer will consider informing ECB and/or statutory authorities
11. Remember – your role as a coach, physio, team manager etc is “Regulated Activity” and Kent Cricket has a legal duty to pass on certain concerns to Statutory Authorities.

1.7 Safeguarding Adults

We want everyone involved in cricket in Kent to have an enjoyable time regardless of whether they are deemed “at risk” or not. We have a duty to ensure the welfare of all adults is considered.

As part of this, we need to understand when to implement our safeguarding adults reporting procedures, and these are implemented where ‘adults at risk’ are concerned. The abuse of adults links to the circumstances, rather than the characteristics of the people experiencing harm. In the past, organisations labelled groups of people (such as those with learning disabilities or older people) as inherently ‘vulnerable’. This is disempowering and inaccurate. Instead the Care Act describes adults potentially ‘at risk’ from harm or abuse.

1.8 Definition of an Adult at Risk (Care Act 2014)

An adult aged 18 or over who:

- Has needs for care and support* (whether or not the local authority is meeting any of those needs) and
- Is experiencing, or at risk of, abuse or neglect, and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

*These needs relate to the specific circumstances the person is in, and could be due to someone living with domestic violence or abuse, experiencing or at risk of sexual or commercial exploitation, suffering financial abuse, mental health issues; they may or may not have learning difficulties or a physical condition etc. This is not an exhaustive list.

Being older or having a disability may mean an adult has needs for care and support, but they are only deemed ‘at risk’ when they are experiencing or at risk of experiencing harm and need safeguarding help.

1.9 Forms of Abuse – Adults

Physical Abuse – includes hitting, slapping, pushing, restraint or inappropriate physical sanctions.

Domestic Violence – includes all forms of abuse in the domestic setting.

Sexual Abuse – includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological Abuse – includes emotional abuse, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material abuse – includes theft, fraud, coercion in relation to an adult's financial affairs or arrangements, misuse or misappropriation of property, possessions or benefits.

Modern slavery - encompasses slavery, human trafficking, forced labour and domestic servitude.

Discriminatory abuse – includes all forms of harassment, slurs or similar treatment; due to race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within a hospital or care home.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support, or adequate nutrition or heating.

Self-neglect – covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings.

Also relevant, but not categories under the Care Act are: Cyber Bullying, Forced Marriage, Mate Crime, Radicalisation, Female Genital Mutilation.

1.10 Recognising, Responding to, Recording and Reporting Concerns

It is important to recognise that reporting procedures for adults and children are different.

When considering reporting abuse of an adult, it is important to take their views into account; this relates to reporting formally. It is ALWAYS appropriate to report any concerns you have to the County Welfare Officer, who will take the adults wishes into account regarding reporting to statutory services.

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

- In response to something a child or adult 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, 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 (different for adults and children)

1 Recognising that abuse may have occurred

- A change in their behaviour
- Becoming anxious, lacking confidence or withdrawn
- Displaying sexual behaviour or language inappropriate for their age (in children)
- 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, siblings, carer or partner or doesn't want to go home

2 Responding to someone who tells you about abuse

- Stay calm; do not show disgust or disbelief
- Ensure they are safe and feel safe
- Keep an open mind - do not dismiss the concern, make assumptions or judgements
- Listen carefully to what is said and take them seriously
- Let them 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 them and stress they are not to blame
- Tell them what you will do next and with whom the information will be shared
- If it is an adult, you should consult with them and take their wishes into account (where possible).
- Be very careful not to promise that you will keep the information to yourself
- Maintain confidentiality – only tell others if it will help protect them – but do tell the County Welfare Officer

- ALWAYS share information with the County Welfare Officer and seek their advice with or without the person's consent.
- If the concern is about an adult's welfare, the County Welfare Officer will decide if it is appropriate to pass on concerns to Police or Adult Social Care taking the adults wishes into account and other factors, even if the adult does not consent to this.

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 County Welfare Officer.

3 Recording the Incident

Information passed to the ECB, children's or adults' 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 an Incident Reporting Form (see 3.2) wherever possible. Information needs to include the following:

- Details of the alleged victim, for example, age/date of birth, address and gender
- For children, 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 person'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.

4 Reporting the Incident

If you have concerns about a child or an adult, you have a **duty to report** these, and this should initially be to the County Welfare Officer, unless it is an emergency in which case let the County Welfare Officer know as soon as possible. You do not need consent to discuss a concern with the County Welfare Officer.

ALWAYS REMEMBER THIS KEY POINT:

It is everyone's duty to report suspected cases of abuse to protect children and adults at risk.

It is then for the professionals to decide if abuse or neglect has taken place.

- Report any concerns without delay to the County Welfare Officer or the ECB Safeguarding team

- 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 or adult, dial 999 and say it is a child or adult protection concern – let the County Welfare Officer know at the earliest opportunity.

1.11 Good Practice

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

If you think of yourself as a teacher, and only ever behave as a good teacher would, this will help you follow good practice.

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 – but always maintaining appropriate boundaries
- Treating all players equally, with respect and dignity
- Encouraging players 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 players first and working in an open environment. For example, avoiding being alone with a child (or adult at risk), and encouraging open communication with no secrets
- Building balanced relationships based on trust which enable players 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).

1.12 Poor Practice*

Poor practice means you must never:

- Spend excessive amounts of time alone with one child away from others
- Transport children in your car (unless a family member or it is an emergency)
- Take children to your home
- 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 child, even in fun
- Make a player cry as a form of control
- Allow allegations made by a child or adult to go unchallenged, unrecorded or ignored
- Do things of a personal nature for a player that they can do for themselves
- Shower with a child
- “Friend” a child on social networking sites or “follow them” on social media.

*Although the examples above all apply to children, many will also be relevant to adults at risk. If you behave inappropriately or develop a relationship with an adult you coach, provide physio or other service for, and they are deemed (at the time or subsequently) to be an adult at risk, it may be perceived that you have abused your position of trust or groomed them.

Many of the examples above are serious and need reporting urgently. In cases of minor poor practice, and on the first occurrence, make sure you/the head coach reminds the person of best practice and that poor practice will not be tolerated. Always inform the County Welfare Officer.

Someone with ill intent may start ignoring the rules; giving children a lift home as he/she lives near one of them; using inappropriate language around the children; making sexually suggestive comments in fun. Others around the person may adopt the same patterns of behaviour and this poor practice becomes ‘normalised’. People around them may just accept this as the way they are and not realise it may be grooming behaviour. Challenge anyone immediately who is displaying inappropriate behaviour and report it to the County Welfare Officer.

If we stamp out poor practice, there is limited opportunity for abuse

Always keep a record of any incidents, no matter how minor.

Acts of grooming are often perceived initially as poor practice and it is only when 3 or 4 different incidents are viewed together that a grooming pattern is evident. By reporting all minor concerns to the County Welfare Officer, who may have received other similar reports from others, Kent Cricket can ensure we identify inappropriate behaviour at the first possible opportunity.

If in doubt, discuss with the County Welfare Officer. Don't let someone else put you off reporting it.

1.13 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.

We should be encouraging staff and players to take care of their mental health, just as we would their physical health. Exercise, diet, sleep, doing things we enjoy - these are all good for our mental and physical health. If we promote a positive mental health culture it will help people thrive and we will also be more likely to notice if their mental health deteriorates.

It is 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.

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
- Feeling different from others, maybe due to anxieties around their sexual orientation or ability to form relationships with others
- Making up and breaking up with friends, partners, family arguments
- Balancing the pressures of family, exams, work, cricket and life in general
- Transitioning periods into or out of the Talent Pathway, Academy or 1st or 2nd XIs.

Professionals are seeing a lot of people with mental health problems at the moment, due to the worries about Covid-19 and staff should not be surprised if some players (young and older) are displaying different behaviours. We need to support these players and remember that our colleagues may also be suffering and support them too. Ask them if

they are OK and if there is anything you can do to support them. Always pass on the concerns to the County Welfare Officer; don't take all the pressure yourself.

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 staff and 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 their line manager, or to contact the County Welfare Officer or our Chaplain for support. Academy and Professional players can also get support from the PCA.

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 **and** the County Welfare Officer. They will decide on the appropriate course of action to support the person and this would usually involve telling their parents if they are under 18, or encouraging them to seek help if they are 18 or over. If you are worried about the immediate safety of a child or adult, 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 too. Seek support, for example from your line manager, our Chaplain or the County Welfare Officer. Talking to someone and expressing your feelings is healthy. Kent Cricket will support you.

The NHS and Public Health England has launched [Every Mind Matters](#). It offers an [online platform](#) that allows users to create a personalised action plan recommending a set of self-care actions to deal with stress, boost mood, improve sleep and feel in control.

Read more about being mentally healthy in cricket and sport on the [Opening Up Cricket](#) site.

Other sources of help can be found at the end of Section 2.

1.14 Advice for Staff about Communicating with Players and Using Social Media

Kent Cricket staff working with children or adults deemed “at risk” must recognise each one of them is in a position of trust. This information is to protect participants and the staff member.

If a child under the age of 18 is participating in activities all staff must abide by the following:

- When contacting children **under the age of 16** in your squad via ‘phone, text, WhatsApp or any form of social media, you must always communicate with their parents, **and not the child. Parental waivers will not be accepted.**
- When contacting children aged **16 or over** in your squad via ‘phone, text, WhatsApp or any form of social media, provided the parent has given **written consent**, you can contact the child – **but you must always copy the parent/carer in. Parental waivers will not be accepted.**
- Never private message anyone involved with County Cricket under the age of 18.
- Never use your personal Facebook/other social media account to communicate with members of your Squad – it is not appropriate for them to see your personal posts.
- Do not accept as friends on Facebook/other, or communicate by Facebook/other with anyone in the Talent Pathway who is under the age of **18** unless it is via your Squad Kent Cricket account.
- If you receive any communication from a child or adult at risk that causes you concern, or appears overfamiliar, you should immediately notify the County Welfare Officer.
- Only use texts or WhatsApp (in line with age appropriate rules above) 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.
- Kent Cricket has a Twitter account for pathway players and please ensure all tweets are appropriate.
- 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 that is different from our Policy will not be accepted.
- These rules apply to all, including 1st XI and 2nd XI squads.
- All Codes of Conduct also apply to your use of phone, internet and social media etc.

If an **adult at risk aged 18 or over** is participating in Kent Cricket activities please always follow best practice and do not communicate in any way that could be misinterpreted, or might lead to allegations of grooming behaviour. Bear in mind you might not know they are deemed 'at risk', so behave professionally to safeguard yourself too.

- It is not appropriate to copy parents or partners into your communication with adults unless the player has asked you to do so
- Ensure all communications are only about the cricket programme
- If you are concerned that any communications have been misinterpreted, tell your line manager or the County Welfare Officer without delay
- Be mindful of who you accept as a 'friend' on social media if you coach them or are in a position of responsibility for them.

All contact with children or adults should be in relation to their cricket programme, and professional boundaries must be maintained at all times. This guidance will help protect you too; failure to abide by it may leave you open to challenge and difficult to defend in the event of a complaint.

If you receive any communication from a child or adult that causes you concern, you should immediately notify the County Welfare Officer.

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

1.15 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 member of staff to be his/her friend on any form of social media.

1.16 Photographs and Videos

Photographs and videos are deemed “personal data” and are covered by the Data Protection Act (DPA) 2018 and must be stored securely, in line with GDPR requirements and only be used for the above purposes, and with access limited to Kent Cricket staff.

The information below relates to photographs and videos of young people under the age of 18.

Kent Cricket will seek permission from parents on an annual basis to take photographs and videos for promotional, publicity and coaching purposes. Check with the Girls and Women’s Pathway Lead/Cricket Operations Executive at the start of every season to ensure permission has been granted.

Pathway staff and coaches must not store videos or photographs on their own personal devices. If you take photographs or videos these must be uploaded to the Kent Cricket Dropbox account and deleted within 48 hours from your own personal device.

Our Specialist Coaches should use the Coaching App **Cricket Coach HD** (or check with the Girls and Women’s Pathway Lead/Cricket Operations Executive if you wish to use other Apps) for video analysis purposes and in line with all other staff, must not store these images on their own personal devices.

As players progress up the talent pathway it will become necessary to name them alongside their photograph. Please ensure you have permission from parents and the player before doing so.

Photographing or videoing players **over the age of 18** is acceptable, unless they ask you not to do so. These images are still personal data and must be stored in line with DPA requirements (as above).

1.17 Transporting Players

No member of staff may transport any child under the age of 18 who is a member of the Academy or Talent Pathway unless it is an emergency. Parental waivers will not be accepted.

If staff wish to transport players under the age of 18 who are part of the 2nd XI squad, they must discuss this with the County Welfare Officer.

1.18 Accidents

All accidents, however minor, must be recorded. Squads will be provided with an [Accident Report Form](#) and this must be completed at the time, and a copy forwarded within 48

hours to your Pathway Lead. If the accident occurs on Kent Cricket premises, you must use the Accident book. Forms must also be signed by the parent or guardian when they collect their child and an explanation given of the injury and treatment provided. Kent Cricket will keep the record in line with current requirements.

1.19 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 Pathway Staff, any mild bullying between players or parents directed at players etc. Keep a written note and if they recur you will then be able to look at the bigger picture.

If you have safeguarding concerns, complete an [Incident Reporting Form](#) and forward it to the County Welfare Officer (keeping a copy yourself).

1.20 Safeguarding Training

All staff will be required to undergo safeguarding training relevant to their role.

- Coaches must complete the ECB SYC e learning module every 3 years and attend County CPD as directed.
- Team Managers, Physios, Nutritionists, Chaperones and other staff working with children must also complete the SYC.
- Event Welfare Officers must do one of the above, and Safe Hands every 3 years.

If you have any queries, contact the County Welfare Officer or your line manager.

1.21 Prevent Training

The ECB is bringing in new requirements and Academy staff will soon be required to attend Prevent training.

1.22 Kent Cricket Requirements of our Staff

1. You must notify the Girls and Women's Pathway Lead/Cricket Operations Executive of all staff you are using in your squad
2. All coaches, managers, umpires, scorers and supervisors you **regularly** use must go through an appropriate recruitment process and have an ECB DBS check. Your squad administrator can start the process for you. If they are used on an occasional basis (eg used for coaching 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 you are using them more regularly (eg 3 times or more), they must complete an ECB DBS. We are unable to accept DBS disclosures unless issued by the ECB.
3. Any staff supervising children overnight, including chaperones, must have an ECB DBS disclosure. Ask them to apply early – DBS disclosures are usually issued quickly but can take 2 or 3 months on occasions. Please note, just seeing a copy of their disclosure is not adequate. All DBS disclosures must be verified by your Pathway Lead/Executive who has access to the DBS Checker database (as distinct from the DBS application database).
4. All coaches you use must be qualified to coach at this level. They must be members of the ECBCA which includes appropriate insurance, which is only valid if their ECB DBS is up to date.
5. You must ensure you know the procedure if you are using overseas coaches.
6. Coaches must complete the on line Safeguarding Young Cricketers Course (SYC) every 3 years.
7. Managers, chaperones, physios, nutritionists and all staff working with children must complete the SYC course (as above) every 3 years
8. Coaches and staff must attend County safeguarding CPD as directed.
9. All coaches must attend a First Aid course every 3 years.
10. All coaches must complete the ECB Concussion Education Module every 3 years.
11. There must always be someone present with up to date First Aid training.
12. Kent Cricket will ask parents of all Talent Pathway Squad members and Academy members to complete an on line 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 and is not prepared to be shown, you may have to ask the parent/carer to be present.
13. Kent Cricket will ensure they let all parents/guardians have the following information which will also be available on our website:
 - The Players' Charter
 - The Parent/Guardian Partnership

- 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
 - Players' Social Media Policy
 - Relevant Contact details
14. Ensure you fill in an attendance register at the beginning and end of all training sessions or matches.
 15. Have a look at the [Safe Hands Policy](#) – this is the ECB Child Protection Policy.
 16. Ensure everyone involved in the Squad always works in an open environment (ie avoid private, or unobserved situations)
 17. Make sure you are aware of the different kinds of abuse, and how to recognise signs of abuse.
 18. Make sure you know what to do if someone reports something to you that you deem poor practice.
 19. Make sure you know what to do if someone reports something to you that you think is a safeguarding or child or adult protection issue (must be forwarded straight away to County Welfare Officer, or in an emergency the Police).
 20. 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.
 21. Arrange for an initial squad 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 County Welfare Officer they can contact if they have any further concerns.

For day to day administrative questions about your Squad please contact:

Girls and Women's Pathway Lead	Helen Fagg	07528 886096	Helen.fagg.kent@kentcricketco.uk
Cricket Operations Executive for Boys Pathway, EPP, Academy, 1 st & 2 nd XI Professional players	Freddie Young	01227 456886 ext 258	Freddie.young.kent@kentcricket.co.uk

Section 2

RESOURCES

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2.1 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 Pathway 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 (maintaining a minimum of 2 staff). Coaching ratios are different from staffing ratios.
- 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 this may be the first time some children 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)
 - Pay particular attention to rooming arrangements. It is usually best to allocate the rooms yourself, and do not allow children to choose who they would like to share with (being mindful of children they should NOT share with) as this often causes problems. It is often a good experience and good for team spirit for them to share with people they are not used to spending a lot of time with.
- Advise the players not to play games in the evening that may upset other players. For example “Never Have I Ever” and “Paranoia” have both been played recently and caused upset to squad members.
- 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 ECB DBS. If you inform your Pathway Lead/Executive 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 if they are responsible for children, or if children are around them
- Even if some staff are sleeping off-site, depending on staff numbers on site, they must be prepared to 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.

2.2 Transport Policy

Parents/guardians of all Under 18 players are responsible for the safe delivery and collection of their child for matches, training and tournaments. 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 Kent Cricket staff will be responsible for the children in their care during training, matches and tournaments but will not be responsible for transporting your child to or from these events.

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.

On occasions a minibus may be used to transport players and parental permission will be sought for all children under the age of 18. A minimum of 2 staff/responsible adults will accompany the 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 Kent Cricket staff member (except in an emergency).

Please respect this policy and do not ask staff to transport your child.

Reviewed November 2020

2.3 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.

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 their team manager or County Welfare Officer if necessary.

Reviewed November 2020

2.4 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, children and adults 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, children or adults wish to withhold permission, please contact the County Welfare Officer to discuss this decision.

We will not knowingly permit photographs, video or other images of Kent Cricket players to be taken without consent. If you feel photos or video are being taken without that consent, please advise the County 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 and analysis purposes. These images may appear across all media platforms, including, but not limited to, ECB or Kent Cricket social media channels, website, YouTube platforms, e mails, newsletters and PR. 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 County Welfare Officer. If anyone has concerns about images being taken they should immediately report this to the County Welfare Officer or in his/her absence their coach or manager.

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.

If you have given consent for photographs and videos to be taken, Kent Cricket staff may also give group consent on behalf of you and your child to opponents or Festival organisers to take photographs and videos.

All Academy Players and Pathway players: As players move up the pathway it is likely they will be named alongside their photos. 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.

If at any time either the Parent/legal guardian or the Young Person wishes the data to be removed from the website or other social media channel, they should inform the [Kent Data Controller](#) who will make every effort to remove the images. You should be advised the images may already have been copied and shared. All information will be handled in a secure and confidential manner and held in accordance with the 2018 Data Protection Act.

Updated November 2020

2.5 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 ECB revises anti-doping rules at the start of every year in line with the requirements of the WADA Code. It is important coaches and support staff are aware of up to date requirements.

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.

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 Prohibited List 2021](#)

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.

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

Since 2000 the ECB has issued safety guidance on the wearing of helmets by young players up to the age of 18.

This guidance applies to all players up to the age of 18, both in open age group 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 this guidance is followed at all times.

With the assistance of schools, cricket clubs leagues and umpires, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales. Helmets are widely available and are covered by a British Standard (BS7928:1998) and a new specification, for head protectors on sale from Spring/Summer 2014 (BS7928/2013) – see below.

A face protector represents an alternative head protection system for young wicket keepers. Wicketkeeper face protectors are covered by British Standard (BS7929 – 2 :2009).

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions. Wicket keepers should wear a helmet with a faceguard, or a wicketkeeper face protector, when standing up to the stumps.

All 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). All young wicketkeepers should regard a helmet with a faceguard or a face protector as a normal part of their protective equipment together with pads, gloves and, for boys, an abdominal protector (box).

There is no exception to be granted in this regard, in any form of cricket.

The ECB asks that this 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 March 2014 the following guidance was issued. This applies to head protectors worn by all cricketers.

Correct November 2020

NEW CRICKET HEAD PROTECTOR TESTING STANDARD

(More commonly known as the Helmet testing standard)

The ECB, PCA and the ICC have worked with BSI and head protector manufacturers to develop a new specification for the testing of head protection for cricketers. This specification [was] approved by BSi Group, which is the national body responsible for producing appropriate safety standards in the UK.

With cricketers and bowling machines able to deliver cricket balls at high speeds, and given the obvious importance of protecting against head injuries wherever possible, head protectors are an essential part of a cricketer's kit.

It is important that individuals understand how the new specification [has applied] to head protectors on sale from Spring/Summer 2014.

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

1. 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; and
2. 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).

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

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

The manufacturers have advised that there is currently no specific women's head protector and so there is no specific standard for women's cricket head protectors. As the size of the standard women's cricket ball is between the standard men and junior balls, it is recommended that women use head protectors that have been tested against both the men's and junior sized ball or at least against the junior size ball (as the smaller ball could potentially get through the gap above the face guard on a men's head protector).

From 30 June 2014, the old BSI standard for cricket head protectors (BS7928:1998) [was] withdrawn and the ECB therefore recommends that all new head protectors brought to market are tested against the new standard.

However, head protectors which have already been tested against the old standard can and will continue to be available for sale and will not be withdrawn from the market.

In light of this, the ECB has issued this guidance to ensure that the public understands the meaning and merits of the new specification (and consequent labelling that will soon be introduced) and therefore to enable the public to make an informed decision as to which head protector to use.

Finally, whilst the ECB considers that head protectors are an essential part of a cricketer's kit to mitigate the risk of injury, it must be remembered that wearing a head protector and faceguard (whether or not it has been tested against the new standard) cannot always prevent death, injury or disability.

For further information, please contact helmets@ecb.co.uk **The list of known head protectors that have met BS7928:13 as of 15 December 2019 can be found on the [ICC website](#).**

Up to date ECB [guidance on helmets](#). (Correct as of November 2020).

2.7 Concussion Guidance

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). Advise the parent to seek medical advice.

The ECB has now launched a Concussion [Education Module](#) and all Talent Pathway age group, Academy and Professional team coaches are expected to complete it.

Concussion is a complex and potentially significant brain injury that should be taken seriously. Failure to do so can have major immediate and long-term consequences.

The cricket ball is the same density as a snooker ball, a direct blow to the head could be damaging and has the potential to cause severe brain injury.

Batting, short pitched bowling, fielding close to the bat and wicket-keeping standing up to the stumps are all situations where a **head injury is more likely to occur**, despite rule changes like helmet regulations.

Diagnosing a concussion can be difficult. Therefore, we encourage players to be removed and seek early assessment from a healthcare professional.

"IF IN DOUBT, SIT THEM OUT"

If a player has received a blow to the head, it is imperative you follow the ECB [Head Injury and Concussion Guidelines 2018](#).

Children's / adolescents' (5-19 yrs) brains are still developing and as such, 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.

This in addition to other differences in physiological responses and specific risks (e.g. diffuse cerebral swelling related to head impact) demands a more conservative Return to Play (RTP) approach. It is appropriate to extend the amount of time of asymptomatic rest and/or the length of the graded exertion in children and adolescents.

All children under the age of 12 should be assessed using the Child SCAT5 (see link above).

The priority in the management of RTP in any child / adolescent must be seen to be a successful return to normal school function before they can return to sport. It is likely that in this case the RTP is 23 days. There are specific additional return-to-school guidelines, which include extra-time for assignments / exams, quiet study areas, increased breaks, rests and reduction in stressful / responsible situations. Any return to play should be signed off by appropriate medical clearance and any worsening symptoms and signs or failure to recover as expected, demands further specialist referral.

Please read the appropriate ECB Factsheet on concussion and see the resources:

[Coaches](#)

[Umpires](#)

[Players](#)

[Parents](#)

ECB [Concussion Resources](#)

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.

Players can “go off” some hours after a head injury and concussions can present after 24 hours (20%) to 48 hours (3-5%). Only 50% occur immediately and 47% occur in the absence of any physical signs.

Updated November 2020.

Pocket Concussion Recognition Tool

To help identify concussion in children, youth and adults

Recognise & remove

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground / slow to get up
- Unsteady on feet / balance problems or falling over / Uncoordination
- Grabbing / clutching of head
- Dazed, blank or vacant look
- Confused / not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any **one or more** of the following signs and symptoms may suggest a concussion:

- Loss of consciousness - Headache
- Seizure or convulsion - Dizziness
- Balance problems - Confusion
- Nausea or vomiting - Feeling slowed down
- Drowsiness - "Pressure in head"
- More emotional - Blurred vision
- Irritability - Sensitivity to light
- Sadness - Amnesia
- Fatigue or low energy - Feeling like "in a fog"
- Nervous or anxious - Neck pain
- "Don't feel right" - Sensitivity to noise
- Difficulty remembering - Difficulty concentrating

3. Memory function

Failure to answer any of these questions correctly may suggest a concussion:

"What venue are we at today?"

"Which half is it now?"

"Who scored last in this game?"

"What team did you play last week / game?"

"Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

Red flags

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling / burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

Remember: •

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

Updated November 2020

2.8 ECB Fast Bowling Directives

With additional information

NB The paragraphs in **BLUE** are **ECB Directives** and must be adhered to.

The paragraphs in black are ECB guidance for Clubs but should be adhered to unless you have discussed with the Head of Talent Pathway or your line manager and any changes are agreed as appropriate for your squads.

Injury prevention for fast bowlers

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

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

All coaches are urged to identify those players with the potential to bowl fast and to ensure they follow the Directives in all cricket throughout the season.

There are four main areas to be aware of when assessing injury risk to fast bowlers:

1. Overbowling
2. Technique
3. Physical Preparation
4. Equipment

1. OVERBOWLING: This is an important consideration especially for young bowlers whose bodies are not fully developed. Recent studies have revealed that overbowling is a common cause of back injuries. Evidence suggests that much of the damage occurs early in the playing career, especially during growth spurts, though the effects do not often show themselves until the late teens. The more talented and more physically mature youngsters are generally most at risk, as they tend to play at more than one age group level. To ensure that young fast bowlers do not place undue stress on their bodies, every attempt must be made to keep the amount of bowling within reasonable limits. The following Directives provide sensible playing and training levels.

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

Directives for practice sessions:

Age	Max Balls per session	Max Sessions per week
Up to 13	30	2
U14, U15	36	2
U16, U17	36	3
U18, U19	42	3

For guidance it is recommended that in any seven day period a fast bowler should not bowl more than four days in that period and for a maximum of two days in a row.

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 he bowls the next over 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 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 of 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.

Age groups are based on the age of the player at midnight on 31st August in the year preceding the current season.

Nets:

Outdoor:

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

Indoor:

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

Force absorption and surfaces:

Concrete:	0% force reduction
Uniturf on concrete:	7% force reduction
Uniturf + mat:	15% force reduction
Uniturf + 2 mats:	31% force reduction
Natural turf:	34% force reduction
Synthetic + underlay:	49% force reduction

2.TECHNIQUE:

It is crucial that bowlers are encouraged to adopt a safe action early in their development. Bowlers should either have a SIDE-ON, a FRONT-ON or a 'MIDWAY/NEUTRAL' action, but SHOULD NEVER MIX THE ACTIONS. The mixed actions (of which there are two main types) are a major cause of back injuries, because they cause an unnecessary spinal twist. Excessive hyperextension of the back during the delivery stride is also a contributing factor.

For further clarification of mixed actions consult the 'ECB Coaches Manual' or an appropriately qualified cricket coach.

3.PHYSICAL PREPARATION:

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

professional approach, helps team spirit and can actually improve performance. It also helps to reduce the chance of an injury occurring.

4. EQUIPMENT:

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

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

(Updated November 2020)

2.9 ECB Fielding Regulations

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 31st August in the year preceding the current season.

(Correct November 2020)

2.10 Safeguarding Children Policy Statement

Kent Cricket Safeguarding Policy encompasses all aspects of Kent Cricket, including Professional Cricket, The Academy, Talent Pathway, 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, ability or disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity 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 fun 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 according to 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 Kent Academy staff and volunteers
- As the first point of contact for Kent Academy parents and players
- 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 main point of contact within Kent Cricket for ECB Child Protection Team, and
- As the main point of contact within Kent Cricket for relevant external agencies in connection with child protection and safeguarding
- 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 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
- The Deputy County Welfare Officer can be contacted on 07771 621534 or e mail alancricket@live.com
- The ECB Safeguarding Team can be contacted on 0207 432 1200 or e mail safeguarding@ecb.co.uk
- The ECB Safeguarding Advisor for Kent can be contacted on 07787 666692 or e mail Claire.bassett@ecb.co.uk.

2.12 Safeguarding Adults At Risk Policy

Kent Cricket Safeguarding Policy encompasses all aspects of Kent Cricket, including Professional Cricket, The Academy, Talent Pathway, Kent Women's and Girls' Cricket, Area Cricket and Community Programmes.

Kent Cricket believes cricket should provide a welcoming environment, activity and interest to all members of the community for whom it is an interest. Cricket can provide an important part in the lives of adults, including adults who are considered 'vulnerable' or 'at risk'. Cricket is a sport that can be played and enjoyed by people of all abilities and age.

The ECB is currently finalising their Adult Safeguarding Policy and Kent Cricket is committed to abide by it and adopt the principles within it.

Kent Cricket fully accept their legal and moral obligations to provide a duty of care, to protect all adults at risk of abuse, and safeguard their welfare, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Definition of an Adult at Risk (Care Act 2014)

- An adult aged 18 or over who:
 - Has needs for care and support* (whether or not the local authority is meeting any of those needs) and
 - Is experiencing, or at risk of, abuse or neglect, and
 - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

*These needs may relate to a physical condition, a disability, a mental health issue, or may relate to the specific circumstances the person is in. eg someone living with domestic violence or abuse, someone experiencing or at risk of sexual or commercial exploitation, someone at risk of, or in a forced marriage. (This is not an exhaustive list). There are 10 types of abuse relating to adults at risk.

Types of Abuse – including examples

- Physical Abuse - includes hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
- Domestic Violence and coercive control – includes all forms of abuse in the domestic setting and 'honour based' violence.
- Sexual Abuse – includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting
- Emotional or Psychological Abuse – includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or support networks
- Financial or material abuse – includes theft, fraud, coercion in relation to an adult's financial affairs or arrangements, misuse or misappropriation of property, possessions or benefits
- Modern slavery - encompasses slavery, human trafficking, forced labour and domestic servitude

- Discriminatory abuse – includes all forms of harassment, slurs or similar treatment; due to race, gender or disability or any of the protected characteristics of the Equality Act 2010.
- Organisational abuse – including neglect and poor care practice within a hospital or care home
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support, or adequate nutrition or heating
- Self-neglect – covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings

Not included in the Care Act 2014 but also relevant:

- Cyber bullying – when someone repeatedly makes fun of another person online, or repeatedly picks on another person through e mails, text messages etc, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist, homophobic, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it
- Forced Marriage – a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. This differs from an Arranged marriage, in which both parties consent to the assistance of a 3rd party in identifying a spouse.
- Mate Crime – when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be illegal but it has a negative impact on the individual.
- Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship or through social media.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone within cricket that the person comes into contact with. County or club members, workers, volunteers or coaches may suspect that a player is being abused or neglected outside of the cricket setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. E.g. this could be training without a necessary break.
- A coach intentionally striking a player.
- A fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.
- A player threatening another player with physical harm and persistently blaming them for poor performance.

What to do if you have a concern or someone raises concerns with you

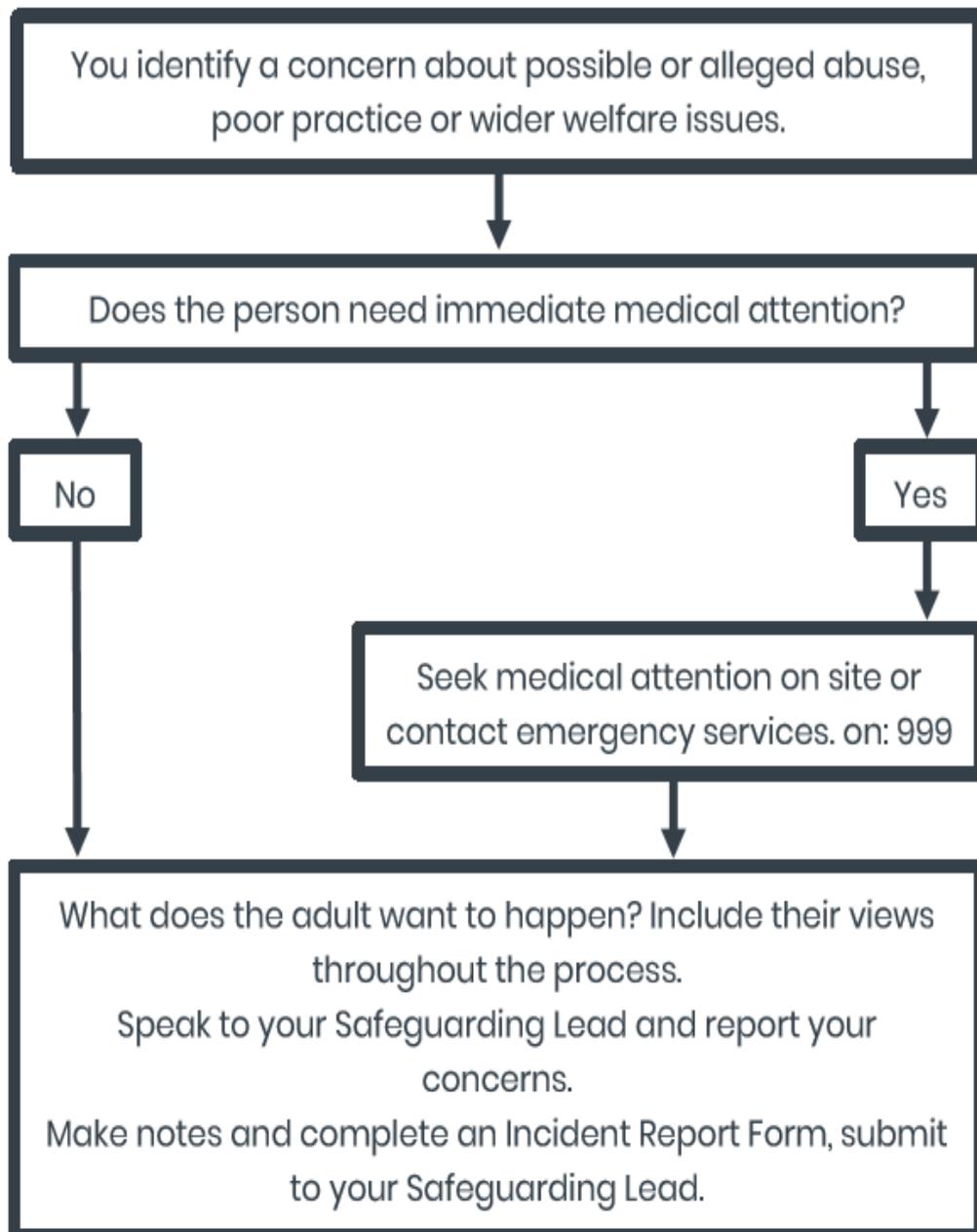
- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Club Welfare Officer or County Welfare Officer.
- When raising your concern with the Club Welfare Officer or the County Welfare Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern and
- It is important when considering your concern that you also ensure you keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Club Welfare Officer or to the County Welfare Officer for County programmes.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your welfare officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with [your Club Welfare Officer or] County Welfare Officer (County Welfare Officer in relation to this document), and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

Safeguarding Adults Flowchart Dealing with Concerns, Suspicions or Disclosures

- Do you have concerns about an adult?
- Safeguarding is everyone's responsibility.
- If you have concerns about an adult's safety and or wellbeing you must act on these.
- It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.
- Always share the information with your Club Welfare Officer or County Welfare Officer.



Kent Cricket believes:

- Everyone has the right to live their life free from violence, fear and abuse
- All adults have the right to be protected from harm and exploitation
- All adults have the right to independence which involves a degree of risk.

We will do this by:

- Ensuring individuals working within cricket at, or for, Kent Cricket provide a safe, positive and enjoyable cricketing experience for adults
- Adopting and implementing the England and Wales Cricket Board (ECB) Adult Safeguarding Policy (when it is produced)
- 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
- Accepting that abuse can happen within our sport, and outside our sport but we still have a duty of care to act appropriately and, where applicable, make a referral
- Ensuring appropriate guidance and training in relation to safeguarding adults is made available to staff and volunteers
- Ensuring all those working at Clubs, Areas and for the County and the Professional game, know about responding, recording and reporting procedures
- Ensuring concerns or allegations of abuse are always taken seriously
- Ensuring that referrals are made to the appropriate authorities in a timely manner
- Ensuring all people who work in cricket at, or for, Kent Cricket (such as staff, officials, volunteers, team managers, coaches etc) understand their duty of care
- 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 adult members of Kent Cricket
 - As the first point of contact for parents and children including the Kent disability 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 main 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 in connection with protecting Adults at Risk and safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing adult safeguarding concerns within the County. These procedures recognise the responsibility of the statutory agencies and are in accordance with predefined adult safeguarding procedures as set down by the ECB, Statutory Agencies and Local Safeguarding Adult Board (LSAB) guidelines and policies
- Providing everyone connected with Kent Cricket (including children, parents, members, County staff, volunteers and Clubs) with the opportunity to voice any concerns they have, about possible suspected cases of 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 adult safeguarding matters is restricted to the County Welfare Officer, his/her deputy, the ECB Safeguarding team and the appropriate external authorities, such as the Police or Adults Social Care Services, as specified within ECB adult safeguarding procedures (when produced) and in line with the Data Protection Act (2018).

Contact Information:

- The County Welfare Officer can be contacted on 01227 473618/07807 026247 or e mail Bridget.Owen@kentcricket.co.uk
- The ECB Safeguarding team can be contacted by e mailing safeguarding@ecb.co.uk
- The ECB Safeguarding Advisor for Kent can be contacted on 07787 666692 or e mail Claire.bassett@ecb.co.uk
- Emergency number for Kent Adult Social Care Services – 03000 41 61 61
- Emergency number for Medway Adult Social Care Services – 01634 33 44 66
- Emergency out of hours number for Kent and Medway is 03000 41 91 91
- If you think someone is in immediate danger, call 999.
- For further guidance on Adults at Risk contact [The Ann Craft Trust](#)
- See Kent leaflet “[Stop Adult Abuse](#) – how to protect yourself and others”

November 2020

2.13 USEFUL CONTACT LIST

Role / Name	Phone	E mail
County Welfare Officer Bridget Owen	07807 026 247	Bridget.Owen@kentcricket.co.uk
Asst County WO Alan McCawley	07771 621534	alan@live.co.uk
Kent Cricket Chaplain Barney de Berry	07968 728840	vicar@smb.org.uk
ECB Safeguarding Team	020 7432 1200	safeguarding@ecb.co.uk
ECB Safeguarding Advisor for Kent	07787 666692	Claire.bassett@ecb.co.uk
Childrens' Social Care Kent Central Duty Team: Urgent After Hours:	03000 41 11 11 03000 41 91 91	Social.services@kent.gov.uk http://www.kent.gov.uk/social-care-and-health
Adult Social Care Kent Central Duty Team: Urgent After Hours:	03000 41 61 61 03000 41 91 91	https://www.kent.gov.uk/social-care-and-health/report-abuse
NSPCC (adults with concern about a child)	0808 800 5000	www.nspcc.org.uk
Childline: Free 24 hour helpline for children	0800 1111 Online click here	or you can chat 1:2:1 with a counsellor – see website: www.childline.org.uk
MIND (mental health charity)	0300 123 3393 text 86463	www.mind.org.uk
Rethink Advice and Information Service	0300 5000 927	www.rethink.org (Mental Health)
The Mix (confidential helpline for U25s)	0808 808 4994	www.themix.org.uk Crisis Text: THEMIX to 85258
Kidscape (advice on dealing with bullying)	0207 730 3300	www.kidscape.org.uk
Samaritans (24 hours, 365 days of the year)	116 123 (free)	Providing support for anyone in emotional distress or struggling to cope)
Release the Pressure (Kent & Medway, 16+	0800 107 0160 Webchat: Click here	Free, confidential support to help get you back on track

Section 3

FORMS

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3.1 Accident Report Form

Either use an Accident Book, or Accident Report Form to record all accidents whether they involve children or adults. 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.**

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

.....
Signature of Official/First Aider

.....
Signature of Parent/Guardian

.....
Date

Please return this form to WomenKent Cricket and keep a copy confidentially until you have confirmation the original has been received, and then shred your copy.

3.2 Safeguarding Referral Form - or download [here](#).

Please use this form to report a safeguarding concern to the ECB.

If you have a problem completing this form or would like advice about reporting a concern, please email safeguarding@ecb.co.uk providing your contact details so that we can obtain further information from you, if required.

After submitting your concern, you will receive an automated email with a unique reference number please keep a record of this. The ECB will use the personal information that you provide in accordance with the ECB information and privacy agreement (as may be updated from time to time).

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police without delay on 999.

Do not delay in reporting, fill in as much information as you can and send in. Additional information can follow on. The ECB Safeguarding Team will liaise with the Local Authority Designated Officer (LADO) on your behalf.

Details of person completing this form.	
Name	
Address	
Contact number	
Email address	
Club (if applicable)	
Role	

Name of club / venue /organisation / activity you are concerned about.	
Details of the person you are concerned about. It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which & include as much personal information as you can. If you are concerned about a child please include their name, address, date of birth, club details, school, contact details. If you are concerned about an adult, please also specify their role (player/lead coach/ treasurer/barman etc) If your concern relates to more than one person, please be specific about who they are.	

<p>Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities. Please do not give your opinion but provide this information based on factual evidence.</p>	

Details of parent/carer (if known/applicable)	
Name	
Address	
Contact number	
Email	

Time / location of concern.	If your concern relates to a number of concerns which have come to light over a period of time, then please specify.
When did this incident take place?	
Where did this concern take place?	

<p>Details of Concern</p> <p>Circumstances : Please include ALL the information known to you. Points to cover. 1.What has happened 2. Where did it happen 3. When did it happen 4. Who is involved, and who did what 5. Why did it happen Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what. Detail any previous concerns about the person you are referring to. Include any verbatim comments and the demeanour of the person if possible.</p>

Injuries: Describe nature of injury, any treatment obtained and by whom.
Witnesses: Full details of all witnesses to be recorded (Name, address, contact details, role, club) Have they been spoken to? What did they witness?
Action taken: Outline what action has already been taken and by whom.

CONFIDENTIALITY

Please tell us whether the club has spoken to the child's parent / carer about the concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?

If you have any concerns about approaching a parent / carer please seek advice from the ECB Safeguarding Team.

Person against whom allegation has been made.

If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought from the ECB Safeguarding Team.

Name

Date of birth

Role

Address

Contact number

Email address

Relationship to child / adult at risk.

Have they been spoken to? Yes / No

Account given.

Action taken.

Include things such as

Did you call Police or Social Services?

Who have you have spoken to about this matter? Who has been notified (Name and contact details?) When were they notified?



3.3 EXAMPLE RISK ASSESSMENT FORM

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

Venue:

Playing/Training Area		
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		
Is the area fit and appropriate for the activity?	Yes	No
If no, outline hazard, who may be at risk and action taken, if any.		
Clubhouse/Changing rooms		
Check the Clubhouse, changing rooms and toilets are safe and free from tripping hazards, obstacles etc.		
Is the building fit and appropriate for the activity?	Yes	No
If no, outline hazard, who may be at risk and action taken, if any.		
Car Park/Access		
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.		
Is the car park safe for children to come and go?	Yes	No
If no, outline hazard, who may be at risk and action taken, if any.		
Equipment		
Check it is sound for the activity, and suitable for the age group/ability. Check no equipment left out from previous groups.		
Is the equipment safe and appropriate for the activity?	Yes	No

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

Participants

Check the participants are appropriately attired and safe for activity (helmets, box, gloves, sunscreen, water etc). Check the attendance register has been completed.

Are participants appropriately attired and safe for the activity?	Yes	No
--	------------	-----------

If no, give details, who may be at risk and action taken, if any.

Emergency Information

Check the emergency access routes are clear, a telephone and access to the emergency information for players is available

Are emergency routes clear?	Yes	No
------------------------------------	------------	-----------

Is there access to a phone, and player's medical information and emergency contact details?	Yes	No
--	------------	-----------

If no, give details, who may be at risk and action taken, if any.

For Overnight Stays

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.

Any Other Information

Signed:	Name:	Date:
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3.4 Checklist for Coaches

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 Talent Pathway Manager. Ensure person is supervised until DBS completed. Request a DBS from Helen or Rebecca	
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 confidentially	
Have Medical information about all players and take this information to away fixtures?		Ask for this information as a matter of urgency 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)		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?		This is best practice – work towards this	
If you are taking boys, aim to have at least one male member of staff?		This is best practice – work towards this	
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	
Have you completed the ECB Concussion Education Module		Complete it – LINK	

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: