SAFEGUARDING INFORMATION FOR THE AREA CRICKET PROGRAMME (ACP)

(Delivery Organisations / Managers of Area Cricket Squads / Safeguarding Officers)

Kent County Cricket Club  
The Spitfire Ground, St Lawrence, Old Dover Road, Canterbury, Kent CT1 3NZ  
www.kentcricket.co.uk

Updated November 2021

Dear Delivery Organisations / Managers of Area Cricket / Safeguarding Officers,

Thank you for the important role you play in Area cricket. This booklet is designed to give you some information about good practice and safeguarding procedures which must apply throughout the Area game. Please ensure all staff working with children are aware of the safeguarding requirements and good practice and comply with them.

There are also some templates and other information you might find useful to use at the end of this document.

The Safeguarding Officer for your Area should be proactive in their approach to safeguarding and ensure the needs of the children are put first. If anyone has a safeguarding concern within the Area game they should initially talk to the Safeguarding Officer for your Area. If they can’t get through to them, or if it is serious, they must come through to me or in my absence, the Deputy County Safeguarding Officer Alan McCawley or contact the Police or Social Services if urgent, and then let me know.

The role of the Safeguarding Officer for your Area is to support the Area game only. Previously, some District Safeguarding Officers supported clubs in their district, but this is not now required and all Clubs should come directly to me or Alan. This ensures a consistent approach to safeguarding across the County and also ensures I am made aware of all concerns.

If you need any more information or there are other documents you think might be useful in your role please do not hesitate to get in touch with myself, or the Area Cricket Organisers Matt Fagg or James Reid.

Everyone within the Area game must abide by [Safe Hands](https://www.ecb.co.uk/safeguarding/policy-and-procedures), ECB Safeguarding Children Policy. It contains many templates and guidance and can be found [here](https://www.ecb.co.uk/safeguarding/safeguarding-resources). A GDPR compliant registration form can be found [here](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/32c5b240-0907-4770-ac1f-75ffc7437be3/7_Junior_membership_form_GDPR_compliant_2018.pdf) (please add live streaming to the form).

My contact details are:

Mobile: 07807 026247

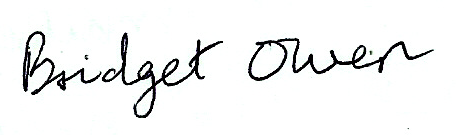
E mail: [Bridget.Owen@kentcricket.co.uk](mailto:Bridget.Owen@kentcricket.co.uk)

Alan’s contact details are:

Mobile: 07771 621534

Email: [Alan.McCawley@kentcricket.co.uk](mailto:Alan.McCawley@kentcricket.co.uk)

Yours faithfully



Bridget Owen

**County Safeguarding Officer**

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**Good Practice**

It is important you follow good practice guidelines. The [checklist](#CheckList) at the end of this booklet may help you. If you answer “No” to any of the questions on the checklist, you should take the appropriate action, and then ask yourself the question again. Only once you have answered “Yes” to all the questions can you satisfy yourself you are following best practice and the Area is taking safeguarding seriously.

Some of the procedures may appear “over the top”; they are not - most have been brought in as a result of problems that have occurred in cricket and other sports. The primary concern is to safeguard children, but many of the procedures will also help safeguard you, and other adults in cricket.

I am sure you will agree that Areas should operate to the same standards as Club Mark clubs and we have therefore used previous Club Mark requirements as a benchmark for the standards we expect within your Area – but without most of the paperwork!

**Kent Cricket requires all Areas to:**

1. Ensure you follow safe recruitment practice and that all coaches, managers, umpires, scorers and supervisors you regularly use have had an appropriate DBS check.
   1. This must be a DBS disclosure issued by the ECB (no others can be accepted).
   2. It must be less than 3 years old or an ECB disclosure registered with the DBS Update Service. Please note the ECB now recheck DBS disclosures annually and therefore if staff do not sign up to the Update Service, they will be required to have a new DBS every year.
   3. Keep a list of staff, their roles and DBS information
   4. The list must be confirmed by Kent Cricket [Operations Executive](mailto:louise.ward@kentcricket.co.uk) who will need their full name, and date of birth. In the future Areas will have access to the Safe Hands Management System which they can use to confirm DBS details.

Are you a verifier for DBS disclosures? If so, you can initiate DBS disclosures for everyone involved in Area cricket who needs one. If not, please consider becoming one [and email me](mailto:Bridget.Owen@kentcricket.co.uk?subject=ID%20Verifier%20Request) ask to become one.

* 1. Two references should be taken up too.

1. Ensure the coaches you use are qualified to coach at this level and that they have valid insurance to do so. They should be ECBCA membership which provides them with the insurance for coaching activities.
2. Ensure the coaches you use have attended a First Aid course and SYC Safeguarding Course in the last 3 years. Coaches must do the free, online Safeguarding Young Cricketers course.
3. Ensure you know the procedure if you are using overseas coaches.
4. Make sure you ask parents of all squad members to complete a player profile form. You must obtain important information including emergency contact details, medical information, photo consent, etc. Remember, this is personal information and must not be shared, except in line with the reason it was collected. It must be stored in accordance with the Data Protection Act 2018 and ensure you are GDPR compliant.
5. Once squad selection has taken place it is useful to send a letter or email to all squad members’ parents/guardians with:

* A Code of Conduct for Parents
* A Code of Conduct for Players
* Information about the Area transport policy and getting children to/from training/ matches and what to do if an emergency prevents them from collecting their child on time
* A Fixture list
* Information about photo/video policy, changing room policy
* Your contact details in case they have any cause for concern
* Refer them to the [Safeguarding section](https://www.kentcricket.co.uk/community/club-cricket/safeguarding/) of the Kent County Cricket Club website for contact details of the County SO if they have any other concerns
* A request that they stay behind at the end of the first training session as there will be a short meeting all parents of Area squad members are asked to attend

1. Ensure you fill in an attendance register at the beginning and end of all training sessions or matches.
2. Please encourage your Team Managers to attend a safeguarding course. In early 2022 the ECB plan to launch some new free, e-learning safeguarding courses that will be suitable for team managers, umpires and scorers. Safeguarding is everyone’s responsibility and the courses introduce you to good practice and recognising poor practice and possible signs of abuse.
3. Have a look on the ECB website at the [Safe Hands Policy](https://www.ecb.co.uk/safeguarding/safeguarding-resources) – everyone working in cricket under the auspices of ECB/Kent Cricket must abide by it.
4. Ensure everyone involved in the Squad always works in an open environment (i.e. avoid private, or unobserved situations).
5. Make sure you are aware of the different kinds of abuse, and how to recognise signs of abuse.
6. Make sure you know what to do if someone reports something to you that you deem “poor practice”.
7. Make sure you know what to do if someone reports something to you that you think is a safeguarding or child protection issue – always pass the concern on to the Area Safeguarding Officer or County Safeguarding Officer.
8. Ensure you follow best practice when contacting players by phone or text (follow your policy, and communicate with parents, not children) and you are aware of e-safety issues.
9. It is a good idea to arrange for a short meeting after the first training session involving players, parents/guardians, coaches and any other staff you will be using. During this session you should go over the Code of Conduct, expectations and ensure if anyone has any

concerns at all, they know they can contact the Area Safeguarding Officer. You should ensure they know there is a County Safeguarding Officer too.

Record any 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 allegations or complaints directed at you or the coaching team, any emotional bullying between players or parents directed at players etc. Keep a written note of minor incidents as if they recur you will then be able to look at the bigger picture.

**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 familiarize yourself with it.

Most Area competitions will be day trips and the following should be adhered to.

* 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 has been carried out for the venue you are attending (usually done by the home team but you must be satisfied)
* Ensure you have sufficient coaches and/or responsible adults to supervise the players.
* There should be at least 2 adults over 18, at least one of whom is a Level 2 Coach (or equivalent/or above). A Level 2 coach should take the warm up prior to a match.
* If there are girls in the squad, ideally at least one coach or responsible adult should be female.
* Ensure you take some copies or have access to the Incident Report Form, Accident Report book or sheets and a First Aid Kit.
* The ECB produces guidelines for Staff and Volunteers Working with Children. This is part of the Safe Hands policy and contains some useful information.

**Communicating with Parents and Children**

Kent Cricket is keen to promote the safe and responsible use of communication and interactive communication technologies within cricket. However you need to be aware of the potential risks involved and ensure you use the internet, mobile phones, Facebook, WhatsApp and other interactive communication technologies responsibly. Further information can be found in the ECB’s E-Safety Guidelines.

Most children in Area Cricket will under the age of 16; you must always communicate with their parents, and not the child. There should be no exceptions to this and parental waivers must not be accepted. This is to protect both the child and the Area staff member.

Problems, misunderstandings and grooming have all occurred within sport when coaches and others working with children start to become overfamiliar with children whilst communicating with them. This advice is to safeguard yourself as well as the child.

If you receive any communication from a child that causes you concern, or appears overfamiliar, you should immediately notify the County SO.

**General Safeguarding Information**

The [Safe Hands Policy](https://www.ecb.co.uk/safeguarding/policy-and-procedures), which is the ECB’s Child Protection Policy for cricket, contains a lot of useful information for all involved in cricket. If you are wanting specific information this is a good place to look. There are also templates for policies, procedures you might wish to use. Everyone working within the Area game is required to abide by it, and Kent [Cricket Safeguarding Children Policy](https://www.kentcricket.co.uk/community/club-cricket/safeguarding/).

**Forms of Abuse**

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

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

**Maltreatment of children** – Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. The forms of abuse are covered briefly below.

**Physical Abuse** - includes hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child.

**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.

**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.

**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).

**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. It is also the most common form of abuse you may come across. The deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms 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.

**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 e.g. the elbows, knees, shins and are often on the front of the body. Important indicators are bruises or injuries that are unexplained or inconsistent with the explanation given, or visible on “soft” parts of the body e.g. 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 (e.g. 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.

Bullying is probably the most common form of abuse within cricket and the competitive nature of Area 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.

**Feedback from Children and Young People**

It is widely recognised that a culture where children are valued, listened to and included in decision making, is an environment where they are also better safeguarded. If they are asked for their ideas and opinions and these are taken into account, and adopted where possible, they are much more likely to feel valued and confident to raise any other issues that are troubling them.

Please make sure you talk to the children, ask them what they think went well, what they enjoyed, what they’d like to see happen to make Area Cricket even better for them.

Kent Cricket asks all Areas to ensure their players and parents complete a participation survey at the end of every season and this provides information to ensure the Area Programme is fun, rewarding and safe.

**RESOURCES**

Documents for you to adapt, photocopy and give out

There are numerous additional templates in

[Safe Hands](https://www.ecb.co.uk/safeguarding/safeguarding-resources)

|  |  |
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| Introductory Letter to all Parents/Guardians | 11 |
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**Introductory Letter to the Parents/Guardians of all Area Squad Members - for you to Adapt**

Dear

We are looking forward to seeing you when you bring your child to the first training session on: *(date).* This will take place at *(XY Cricket club)* from *(xx hours to yy hours).*  Please ensure you arrive 15 minutes early so your child is ready to start on time. They should:

* Wear *track suit/shorts/whites (delete as appropriate)* depending on the weather and ensure they have suitable footwear for fitness training and playing cricket.
* Bring helmet, pads, box (boys), gloves and bat.
* Ensure they bring plenty of water/non-fizzy to drink in a non-glass container
* Ensure they have had sun protection lotion applied if outdoors and bring a suitable sun hat
* Bring the Area training fee of (*£XX).*

I also enclose:

* A Registration form which you must complete and bring to the first session – unfortunately your child will not be able to participate if we do not have the emergency medical and contact information we need
* A code of conduct for players, and a code of conduct for parents/guardians and guests. We think it is important to put our expectations and requirements in a code of conduct so all concerned know what is required. These should also be signed and returned at the first session
* Photo consent form – you and your child should read, sign (children over 12 should sign as well as you) and return it. If you have any concerns in this regard, let me know
* A copy of our transport policy and changing room policy. We follow England & Wales Cricket Board (ECB) guidelines regarding transport, and so ask you to make your own arrangements to transport your child to home and away matches and training. We are unable to make arrangements to transport your child.

We will always make every effort to contact you if we have to cancel a session, but this may not always be possible. Please ensure you do not just drop your child off without registering them at the beginning of every session. We want your child to have a happy and rewarding experience in the Area Squad and if you have any concerns at all please do not hesitate to have a word with me. I can usually be contacted *(on Tuesday evenings/Thursday evenings/at any time).*

In addition we have a Safeguarding Officer you can talk to if you have any concerns about Area cricket. If you have any concerns about the welfare of a child you should contact our County Safeguarding Officer – all contact details are at the end of this letter.

At the end of the first session you are invited to attend a short meeting which will take place in the Clubhouse at (*XX hours).* This will give me an opportunity to share with you our plans for the season, reiterate our expectations and give you the opportunity of meeting the coaches and others involved in your child’s age group. We will also explain the player pathway for children hoping to get into the Kent squads.

I look forward to seeing you on *(date).*

Yours faithfully

Encs:

* Registration Form
* Code of Conduct for Players
* Code of Conduct for Parents/Guardians
* Photo policy and consent form
* Transport Policy
* Changing Room Policy
* Fixture List

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Squad:** | **Name** | **Phone** | **Email** |
| **Manager** |  |  |  |
| **Head Coach** |  |  |  |
| **Assistant Coach** |  |  |  |
| **Club House Telephone** | NA |  | NA |
| **Area Development Officer** |  |  |  |
| **Safeguarding Officer** |  |  |  |
| **County Safeguarding Officer** | Bridget Owen | 07807 026247 | [Bridget.owen@Kentcricket.co.uk](mailto:Bridget.owen@Kentcricket.co.uk) |

**Example Area Transport Policy**

**NB: Please ensure staff do not offer children lifts**

Parents/guardians of XXX Area squad members are responsible for the safe delivery and collection of their child for matches and training. XXXXX will not be registering Private Vehicles for the transportation of individuals in connection with any fixtures or practice sessions arranged by us.

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

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

Team managers will provide parents/guardians with their mobile phone number to use in the event of a serious delay causing them to be late picking up their child. The team manager 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 team manager or other XXXXXX Area staff member (except in a medical emergency).

**Example Changing Room Policy**

We endeavour to ensure that adults will not be using the changing rooms at the same time as children. However as an Area squad we will be using different facilities on a regular basis and it is not possible to guarantee this.

Where possible, adults will be asked to change at separate times to children if sharing the same facilities. Young players uncomfortable with this arrangement are advised to change and shower at home.

No parents/carers should enter the changing rooms whilst children are getting changed.

Team coaches and managers should not enter the changing rooms whilst children are getting changed.

If team talks have to take place in changing rooms (due to bad weather), two adults should always be present and the door should be left open. This must not be done whilst children are changing. Mobile phones have cameras and video recording facilities and therefore no mobile phones are allowed to be used for any purpose in the changing rooms.

**Example Policy for Photography and Recorded Images**

XXX Area are keen to promote positive images of children playing cricket and are not preventing the use of photographic or video equipment. We recognise the need to ensure the welfare and safety of all young people in Cricket. As part of this commitment we will seek permission to take photographs, video images or other images of young people. You should also be aware that live streaming may be taking place. XXX Area follows the guidance issued in Safe Hands, the ECB’s Child Safeguarding Policy.

Videos and other recorded images may be taken as coaching aids. This material will be stored securely in a GDPR compliant way in line with the Data Protection ACT 2018 and deleted or destroyed when no longer required.

XXX Area will ask all parents/guardians and the child to give permission for photographs and videos and other recorded images to be taken. XXX Area will take steps to ensure that these images are used solely for the purpose they are intended, which is the promotion and celebration of cricketing activities.

If photographs are submitted to the Press, published on our website or elsewhere, individuals will not ordinarily be identified. Where a child or young person is named we will endeavour not to use a photograph. If we do name a child alongside their photograph, we will ask for your permission first.

If you consent to photographs, videos and live streaming, xxxxx Area may give permission on your behalf to other clubs/Areas we are playing against.

XXX Area understands that there are circumstances under which a parent/guardian would not wish their child to be photographed. Whilst we will do all that we can to ensure the safety of children during photographed events, it is the responsibility of the parent/guardian concerned to ensure that their child is not photographed (if this is their wish), if they partake in any activity.

Please address any concerns to: ….

**NB – please ensure your** [**player profile form**](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/32c5b240-0907-4770-ac1f-75ffc7437be3/7_Junior_membership_form_GDPR_compliant_2018.pdf) **asks players to OPT IN to photographs and videos and live streaming; you can no longer ask them to opt out (GDPR requirements).**

INCIDENT REPORTING FORM FOR SAFEGUARDING CONCERNS

Please use this form to report a safeguarding concern to your Area Safeguarding Officer, the County Safeguarding Officer or the ECB.

If you have a problem completing this form or would like advice about reporting a concern, please email [bridget.owen@kentcricket.co.uk](mailto:bridget.owen@kentcricket.co.uk) providing your contact details so that we can obtain further information from you, if required.

Your Area, Kent Cricket and the ECB will use the personal information that you provide in accordance with the appropriate 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. Kent Cricket or 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.** | | |
| **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.** | |  |

|  |  |
| --- | --- |
| **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?** |  |

|  |
| --- |
| **Details of Concern** |
| **Circumstances : Please include ALL the information known to you.**  **Points to cover.**  **1.What has happened**   1. **Where did it happen** 2. **When did it happen** 3. **Who is involved, and who did what** 4. **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.** |
|  |
| **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 County Safeguarding Officer or 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?** |

**ECB Concussion Guidance**

The ECB has a section of their website dedicated to [Concussion Guidance](https://www.ecb.co.uk/concussion-in-cricket). You are asked to make yourself familiar with it and know what to do if someone is possibly 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).

Concussion guidance should be followed before a young person is allowed to return to play and parental waivers must not be accepted.

The ECB has now launched a Concussion [Education Module](http://concussionlearning.ecb.co.uk/#/), please encourage your coaches and team managers to complete it. It takes 30 minutes.

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.

**"IF IN DOUBT, SIT THEM OUT"**

Guidance on the below can be found on the [Concussion pages](https://www.ecb.co.uk/about/science-and-medicine/concussion-in-cricket) of the ECB website.

* Concussion Resources and Downloads
* Coach and Umpire Information
* Healthcare Professionals’ Information
* Players and Parents’ Information
* Head Injury Advice for adults and children
* Return to Play guidance

**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/days after a head injury.**

Correct as of November 2021.

GRID FOR RECORDING DBS CHECK AND ECBCA DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **DBS date** | **1st Aid date** | **SPC/ SYC date** | **ECBCA No** |
| **Team Manager** |  |  | Recommended | Recommended | NA unless also coaching |
| **Head Coach** |  |  |  |  |  |
| **Coach** |  |  |  |  |  |
| **Coach** |  |  |  |  |  |
| **Scorer** |  |  | NA | Required Soon | NA |
| **Umpire** |  |  | NA | Required Soon | NA |
| **Other responsible adult** |  |  | NA | Recommended Soon | NA |
| **Safeguarding Officer** |  |  | NA | SPC  Safe Hands | NA |

**Checklist**

**Please complete this after you have read the booklet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you/Does Your Area:** | **Y/N** | **Action if No** | **Y/N** |
| Have a Code of Conduct for all players? |  | [Adopt one](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/0c8901ab-0a7a-4095-9584-da61f0ef60cf/4c_ECB_Guidelines_for_a_Code_of_Conduct_for_Children_2018.pdf) |  |
| Have a Code of Conduct for parents/guardians? |  | [Adapt this one](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/502ed296-a177-437c-8dfd-709c0df11dcf/4_Code_of_Conduct_for_Cricket_Club_Members_and_Guests_2018.pdf) |  |
| 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 |  |
| Ensure your Area Safeguarding Officer, coaches, umpires, scorers and team manager have had an appropriate ECB DBS check? |  | Ask your Area Safeguarding Officer to initiate a DBS |  |
| Have Emergency Contact details of parents for all children? |  | Take info from registration form; keep securely and confidentially |  |
| Take these contact details with you to away fixtures? |  | Take info from registration form; keep securely and confidentially |  |
| Have Medical information about all players and take this information to away fixtures? |  | Take info from registration form; keep securely and confidentially |  |
| Ensure Accident Book is completed appropriately? |  | Each squad should have an accident book and ensure info is passed on appropriately |  |
| Complete a Risk Assessment for all venues you use? |  | Template available from KC if required |  |
| 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 |  |
| Know what to do if a child goes missing? |  | [See ECB Guidance](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/2158558d-bcaf-4e9d-8895-76b7ddc8f311/14_ECB_Missing_Child_Guidelines_2018.pdf) |  |
| Give an introductory letter to all parents every season? |  | Prepare a letter |  |
| Engage with the children and ask for their ideas and feedback? |  | Important to do so |  |
| Have photo. video and live streaming consent? |  | Collect at beginning of each season on player profile form |  |
| Contact the Parents by e mail/text and not the children |  | See guidance in Safe Hands |  |

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| **Do you:** | **Y/N** | **Action if No** | **Y/N** |
| Ensure all players and parents know who to come to if they have any concerns? |  | Have introductory chat and include in letter |  |
| Have enough qualified coaches to run the session safely?  Net coaching: 1 coach:8 children  Group coaching: 1 coach:24 children  Hard Ball Coaching: 1 coach:16 children |  | Ensure you do. You cannot run the session safely unless you do. |  |
| Have a minimum of 2 adults (over 18) supervising each practice session and match with at least one qualified Level 2 (or above) coach at training and at matches too. |  | Ensure you do. See Safe Hands |  |
| Ensure if you are taking girls, at least one of the responsible adults (includes coaches) is female? |  | This is best practice |  |
| Ensure if you are taking boys, at least one of the responsible adults (includes coaches) is male? |  | This is best practice |  |
| Ask parents to make their own travel arrangements for their children (eg arrange amongst themselves)? |  | Ensure they do. |  |
| Know the current ECB Fast Bowling Directives for matches and practice sessions? |  | See Safe Hands |  |
| Know the ECB Fielding Regulations? |  | See Safe Hands |  |
| Know the ECB Guidance on Wearing of Cricket Helmets by players (including wicket keepers) |  | See Safe Hands |  |
| Require your coaches and team managers to complete the ECB Concussion Module? |  | Encourage them to do so |  |
| Know how and when to contact the County SO? |  | [bridget.owen@kentcricket.co.uk](mailto:bridget.owen@kentcricket.co.uk) 07807 026247 |  |