

1.What is the ECB Safe Hands Publication all about?

1.1 It is about ensuring that Cricket provides a “safe friendly and enjoyable experience” for children involved at all levels of cricket participation

1.2 Participation includes Clubs who offer organised Youth Training and Youth Matches as well as the Club who plays a child in their adult side. In each instance, there are safeguarding and protecting responsibilities on each Club. It is a requirement of each Club affiliated to the ECB that they adhere to these Safeguarding and Protecting Responsibilities.

1.3 The latest edition released in October 2007 is the product of a review of the original policy document issued in the Autumn of 2003. The current manual in its introduction states that its aim is “to become a source of policy statements relating to safeguarding as well being a practical guide and reference document for Cricket Clubs and all those involved with Cricket”

2.1; Who are meant to be Safeguarded and Protected and How?

2.1 Children as defined under the Children Act 1989- namely persons who have not reached their eighteenth birthday. Their status and position in life cannot alter that fact. Therefore as a Cricket Club, the first question you must ask yourself is Do we as a Club have persons under the age of 18 as members?

2.2 It is the Welfare of Children at all times which forms the primacy of the Safeguarding and Protecting Obligations. It means protecting a child from “abuse or neglect, preventing impairment of their health and development”. Section 2 of Safe Hands provides a glossary of 6 defined types of abuse.

2.3 Every Cricket Club must take the following steps

2.3.1 make Changes to the Club’s Constitution (Set of Rules) to provide that the Club adopts the ECB Safe Hands Publications. The following wording is suggested

“To ensure a Duty of Care to all members of the Club by adopting and implementing the ECB Safe Hands- Cricket’s Policy for Safeguarding Children and any future versions of the Policy”

2.3.2 Appoint their own Child Welfare Officer (CWO)- at least one person should be appointed, but where possible a club should have two CWOs – one from each gender- this is especially important with Clubs seeking to develop Girls Cricket

2.3.3 Ensure that their Child Welfare Officer(s) attends at least once every three years

- A Safeguarding and Protecting Children Course (formerly known as Good Practice and Child Protection Course)
- The Time To Listen Course run by the NSPCC (This course can only be attended if the attendee has already attended A Safeguarding and Protecting Children Course and has a CRB Clearance)

2.3.4 Ensure that the Club displays on its Notice Board the name and contact number of

their CWO and the date each attended each of the above courses.

2.3.5 Produce a “Safeguarding Policy Statement”- this sets out the safeguarding and protecting measures adopted by each club for each of the Heads referred to at Point 3 below. This Policy document is relatively easy to prepare as the ECB have

prepared templates under the heading "The Safe Hands Safeguarding Kit Bag". It is simply for the Club to decide what its policy will be on such issues as

- Responsibility for travel to and from away matches and how it manages children away from the club
- Use of Changing and Shower facilities
- Ensuring compliance with supervision ratios at all training and coaching sessions
- Use of Photography and Video Equipment
- Determining who in the Club should be subject of CRB vetting checks and who for the less onerous Self Declaration
- Adoption of Codes of Conduct for Members and Guests identifying what are unacceptable practices within the game

2.3.6 The Safeguarding Policy Statement (SPS) should be discussed within the Club Committee and agreed upon by Minuted Resolution. The SPS must also be formally adopted by the Club at its next AGM (must be voted upon by the Club Members). A copy should then be displayed on the Club's Notice Board and Web Site. Under NO circumstances should an Individual's CRB check be displayed. It is for the CWO to keep a copy and a reminder of when it requires renewal. **Where a Club's AGM is many months away and therefore Changes to the Constitution are not possible until then, it would be sensible as an Interim Measure that the Club General Committee pass a Resolution supporting Safe Hands and its Safeguarding Policy Statement**

2.4 What is the Cricket Club's Duty of Care?

2.4.1 A Club as an Individual Organisation has a Duty of Care to ensure the safety and welfare of any child (as defined at 2.1 above) involved in any cricket related activity, to safeguard and protect them from reasonably foreseeable forms of harm.

2.4.2 A Club's responsibility is to recognise firstly that it owes such a duty and secondly that it has put in measures to minimise the likelihood of foreseeable harm arising. The measures will be enshrined in its

- Safeguarding Policy Statement (SPS)
- Code of Conduct for Members and Guests
- Discipline Procedure
- Health and Safety Procedures setting out what it would do in the event of an accident to a youngster

In completing this Section, Club should ask themselves the following questions

1. *Does it have a set of procedures in place, should a child be injured or taking unwell?*
2. *Do it know how to contact a parent or legal guardian whilst the Child is under its care and control?*
3. *Does it have details of the child's medical history and GP details?*
4. *Does it keep a daily register of attendees?*

Unless you can answer YES to all the above details, then your Club does not follow Best Practice and needs to review its procedures

2.4.3 Finally REMEMBER that it is NOT a Club's duty to determine whether child abuse is occurring- it is merely to act where Concerns exist. A Club fulfills its duty by reporting its concerns to the County Board Child Welfare Officer. Likewise the League Child Welfare Officer duty is fulfilled by reporting concerns to the County Board

3.1 What is a Club's Safeguarding Policy Statement?

The CPS is a statement of your Club's Good Practices and should be available for all parents and legal guardians to see. It is there to be followed by all Club Personnel who come into direct and regular contact with persons under the age of 18. It should at the start contain the following statements

" As a Cricket Club we recognise that all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment"

" As a Cricket Club we work to ensure that those individuals working within cricket provide a safe, positive and fun cricketing experience for children"

"As a Cricket Club we fully adopt and implement the England and Wales Cricket Board (ECB) Safe Hands –Cricket's Policy for Safeguarding Children- and any future version of the Policy"

"As a Cricket Club we have appointed a Club Child Welfare Officer(s) who{ has attended} { or will attend} within every three year period requisite Safeguarding and Protecting Children Course and NSPCC Time To Listen Course "

"As a Cricket Club, ensure that all those who work in cricket have been recruited and appointed in accordance with ECB guidelines , understand the Safe Hands Policy applies to them according to their level of contact with Children and that each is provided with suitable education and training "

"As a Cricket Club we work to ensure that correct and comprehensive reporting procedures exist for raising, managing, and safeguarding any child protection concerns ,and providing a necessary line of communication to ensure that such concerns are relayed to the Club's Child Welfare Officer. We will work to ensure that all concerns, suspicions and allegation are dealt with swiftly and appropriately. All confidential information relating to a child will be restricted to the Club's Child Welfare Officer and appropriate external authorities as specified by the ECB"

3.2 What Good Practices Should Appear in the SPS?

3.2.1 Changing Room and Shower Facilities Policy

3.2.1.1 It is Best Practice that adults (persons over the age of 18) do NOT change or shower at the same time as Children. In any event, where persons under the age of 18 play for adult teams, the Club must advise the Parent or Legal Guardian of its changing arrangements.

3.2.1.2 Where adults and children do share the same dressing room, a Club MUST have a Letter of Consent from the Parent or Legal Guardian before the start of the season. The Club must place signs in the Changing Room outlawing the use of Mobile Phones. No Adult Player should be left on their own in a dressing room with a person under the age of 18. Where a child does use a changing room, their parent or legal guardian of same sex should be with them at all times.

3.2.1.3 ***It is for each Club to decide whether each child should come ready changed to play cricket and leave after the game to shower at home. Its Policy should be stated in the SPS.***

3.2.1.4 This Policy should also be set out in the Player Profile Form which a Parent / Legal

Guardian completes and signs at the start of the season (a standard template appears on the ECB web site Safe Hands section)

3.2.2 Transportation to and From Matches

3.2.2.1 The Club's Duty of Care extends to all periods of time that the Child is under their care and control. *A Club therefore must consider carefully whether it wishes to be liable for the period of travel to and from matches and or training sessions?*

3.2.2.2 It is Best Practice that the Club makes clear in writing to the Parent/ Legal Guardian at the start of the season that the latter is responsible for safe delivery and collection of their child for all matches and training. The Club's responsibility will only commence at the ground. This is best done by getting a Parent / Legal Guardian at the start of the season to sign a Player Profile Form (a standard template appears on the ECB web site Safe Hands section) which deals with this issue. It can also be re-enforced by handing a Fixture Card to all parents at that time so that they can arrange between them car-sharing arrangements

3.2.2.3 The Club's duty includes at away venues carrying out a risk assessment of facilities.

3.2.2.4 The person responsible for the child must have a copy of the Player Profile Form (which includes details of the Home Contact Number of the Parent / Legal Guardian if such person is not present throughout). **This applies to all matches and training whether home or away from club premises**

3.2.3 Use of Photography and Video Equipment

3.2.3.1 The Club should only allow the photographing or video of children in training or matches with the consent of the parent or legal guardian

3.2.3.2 This Policy should also be set out in the Player Profile Form which a Parent / Legal

Guardian completes and signs at the start of the season (a standard template appears on the ECB web site Safe Hands section)

3.2.3.3 Where photographs or videos are to be taken, the child and parent / legal guardian should wherever possible be told in advance and that any concerns should be communicated to the Club's Child Welfare Officer who must keep a record of such concerns with the Player Profile Form for each Child

3.2.3.4 Once a photograph or video has been taken out, it is Best Practice, **before** Publication (on club web site, magazine), to ensure that the child and the parent/legal guardian is shown the **proposed publication** and procure their consent for use. *Where a photograph is used, wherever possible avoid using a name of the child or where a child is named avoid identification in the photo*

3.2.4 What is A Player Profile Form

3.2.4.1 The Form is "library" of personal details for a person under the age of 18, a copy of which should be available at all training sessions and matches where young persons are participating, to enable a club to deal effectively with any emergency situation which may arise.

3.2.4.2 It therefore follows that where an adult team plays one or more persons under the age of 18, the Captain of the side should have in his or her possession a Player Profile Form for each such child

3.2.4.3 How much detail appears on a Player Profile Form (PPF) is for the individual club to decide. A standard template appears on the ECB web site Safe Hands section which appears to fit the purpose. It builds in Contract Numbers for the Parent/ Legal Guardian, GP and medical info for the child as well as the Parental Consent for the issues referred to above.

3.2.4.4 A PPF should be stored safely by the Club and be accessible only by those who are CRB checked. At the end of each year, the PPF must be destroyed using an

authorised shredding facility. Before the start of every season, a new PPF should be completed by the child and his or her parent/legal guardian.

3.2.5 When Must a Young Person Wear a Helmet?

3.2.5.1 It is mandatory that a young person under the age of 18 **at the date of the match** must wear a British Standard (BS7928; 1998) helmet with grille when batting. In addition, a helmet must be worn if the young person is a wicket keeper standing up to the stumps

3.2.5.2: Under NO circumstances can a Parental Letter of Consent be accepted in lieu of a helmet being worn

3.2.5.3; Where a young person is between the age group of under 16 and under 18 and is not 18 at the date of the match, he or she must wear a helmet if fielding within 6 yards (5.5 meters) of the bat, and if a boy also wear a box. The only exception is if fielding behind the wicket on the OFF side.

3.2.5.4 Where a person under the age of 18 is not wearing a helmet in any of the above scenarios, the umpire MUST stop the game.

3.2.6 How Close to the Wicket Can a Young Person Field?

3.2.6.1. Take a COMMON SENSE view by not putting a Young Person in a position of potential danger. Remember that your duty of care as a club (the responsibility lies with the Captain on the field of play) is NOT to place a young person at the foreseeable risk of harm. The closer to the bat, a youngster is placed, the greater the risk that harm may ensue due to his or her slower reactions. Your duty is to safeguard and protect every young person from reasonably foreseeable forms of harm.

3.2.6.2 The Guidelines in Safe Hands are

- No young person **in the Under 15 age group** (under 15 as at 31st August 2007) shall be allowed to **field closer than 8 yards (7.3 meters) from the middle stump**, except behind the wicket, until the batsman has played the ball.
- No young person **in the Under 13 age group** (under 13 as at 31st August 2007) shall be allowed to **field closer than 11 yards (10.0 meters) from the middle stump**, except behind the wicket, until the batsman has played the ball.
- Where a young person is between the age group of under 16 and under 18 and is not 18 at the date of the match, he or she must wear a helmet if fielding within 6 yards (5.5 meters) of the bat, and if a boy also wear a box. The only exception is if fielding behind the wicket on the OFF side.
- Where a young person is in breach of any of the above scenarios, the umpire must stop the game.

3.2.7 What are the Implications for the Fast Bowling Directives for Persons under the Age of 18?

3.2.7.1- A youngster is defined as a fast bowler if a wicket keeper of his or her age group, would "in normal circumstances stand back when taking the ball.

3.2.7.2 The Directive covers ALL cricketing activity of the youngster- Matches AND Practice Sessions.

- Those under the age of 15 as at 31st August 2007 should not participate in more than THREE matches or practice sessions in any one week
- Those under the age of 19 as at 31st August 2007 should not participate in more than FOUR matches or practice sessions in any one week

NOTE THAT A MATCH AND OR PRACTICE SESSION EACH COUNT AS ONE FOR WEEKLY ACTIVITY PURPOSES-

3.2.7.3 The number of Practice Sessions and the amount of bowling in each session is as per table

Under 13 as at 31 st August 2007	30 balls per session	2 sessions p/w max
Under 15 as at 31 st August 2007	36 balls per session	2 sessions p/w max
Under 17 as at 31 st August 2007	36 balls per session	3 sessions p/w max
Under 19 as at 31 st August 2007	42 balls per session	3 sessions p/w

3.2.7.4 The number of Overs that a Youngster can bowl in any one spell and in a match in total and is as per table

Under 13 as at 31 st August 2007	4 Overs per spell	8 Overs per Day max
Under 15 as at 31 st August 2007	5 Overs per spell	max
Under 17 as at 31 st August 2007	6 Overs per spell	10 Overs per Day max
Under 19 as at 31 st August 2007	7 Overs per spell	18 Overs per day max
		21 Overs per day max

NOTE 1; Where a bowler has delivered the maximum number of overs in a spell, he or she cannot return to bowl until at least the same number of overs from that end, have been bowled by someone else. The only exception if there is an interruption in play of **in excess of 40 minutes**

NOTE 2; Where there is an interruption of 40 minutes or less, the bowler can continue his spell thereafter, but only up to the maximum for each spell- e.g. Under 13 bowls 2 overs- rains for 30 minutes- can then on resumption, bowl the final two overs of spell

3.3 How Many Adults Do We Need To Be Present At Youth Training?

3.3.1 To better understand this, a Club needs to make a CLEAR distinction between Coaching Sessions and Other Sessions when persons under the age of 18 are present

3.3.2 Where coaching is being provided,

Net Coaching	One Coach Per 8 Children;	40 children means 5 coaches
Group Coaching	One Coach Per 24 Children;	96 children means 4 coaches
Hard Ball Coaching	One Coach Per 16 Children	48 Children means 4 coaches

3.3.3 At all other sessions, regardless of where they are held or the activities being undertaken, -this is sufficiently wide to cover all aspects when young persons are being managed- there must always be a **MINIMUM OF TWO ADULTS PRESENT-** **“termed “the Base Level”**

_WHERE THERE IS MIXED GENDER SESSIONS THERE MUST BE ATLEAST ONE MALE AND ONE FEMALE. Subject to the above Base Level, the following minimum requirements must be adhered

Children aged 8 and under	1 adult for every 8 children
Children aged 9 and over	1 adult for every 10 children

An adult is someone over the age of 18. It may be saying the obvious but for management purposes, you must have a minimum of two adults present at all times, and where say 50 kids aged 9 an over attend your session, this means you must have

5 adults minimum present. Where coaching is part of the session, then your Club must ensure that you have sufficient adult coaches of at least UKCC level 2 or comparable qualification as per the Box at 3.3.2 above –

3.4. What Else Do We Need To Check?

3.4.1 A Club should carry out their own Risk Assessment on “all their facilities” which they use for providing **youth training and Home Matches where young persons under the age of 18 are involved.**

NOTE; this does not extend to checking Away Venues in League Matches

3.4.2 The Risk Assessment should be carried out **at least ONCE a year**, preferably before the start of the season and more often where there has been a change to the facilities. Your duty is to ensure that as a Club you have taken reasonable precautions to ensure that your premises to include ground are reasonably safe for Young Persons to come onto. In the event of an accident, the liability of the Club Officers could come down to whether a Risk Assessment had been carried out and its findings acted upon. *Examples might include- ensuring the groundsman’s hut which contains petrol is locked throughout- ensuring that the surface of the nets are properly secured to the ground to avoid trips.*

3.4.3 A copy of the Club’s Risk Assessment should be safely kept by the Club and any steps taken arising from the Assessment documented by the Club in its Minutes and where appropriate, both evidenced in its ClubMark file

3.4.4 Where a Club hires facilities such as a School Hall, it would be prudent to ask to see a copy of the Schools Risk Assessment.

What Checks Should We Carry Out On Our Club Personnel

4.1 When Must A Criminal Records Bureau Enhanced Disclosure Check Be Carried Out?

Anyone who has DIRECT, REGULAR, PERSONAL OR POSSIBLE INDIVIDUAL CONTACT with persons under the age of 18 as at 31st August 2007, should undergo a vetting check known as a Criminal Records Bureau check. The following list are persons who MUST have an up to date CRB check

- **Club Child Welfare Officer**
- **Coaches (whether paid or voluntary)**
- **Coach Assistants**
- **Umpires**
- **Scorers**
- **Club Captains**
- **ADULT TEAM CAPTAINS**
- **Club First Aider or medical support personnel**
- **Club School Liaison Officer**

4.1.2 An up to date CRB enhanced disclosure check is one, not more than 3 years old. The Club Child Welfare Officer should keep a list of every Club Person who has had a CRB check and the date that it is due for renewal to ensure that all have current CRB checks

4.1.3 It is for a Club to decide whether other persons should also be CRB checked or in lieu complete a Self Declaration Form. ***Consideration should be given to Groundsman, Tea ladies, Bar Manager. The Club Management Committee should “minute” its decision.*** The Club should include within its Safeguarding Policy

Statement a list of the personnel who are the subject of CRB checks and those who complete a self declaration form.

4.1.4 Where a person to be checked has a British Passport but has been overseas for the last 5 years, a Club must submit to ECB an Overseas Clearance Form together with a clearance form from that

4.2 What Other Checks Should We As A Club Make?

4.2.1 The ECB state that a "Sound Recruitment and Selection Procedures will help screen out those who are not suitable". "The welfare of children should be paramount in all your activities" " When a Club or League recruits new volunteers or paid staff, ALL SUITABLE STEPS must be taken to ensure UNSUITABLE PEOPLE are prevented from working with children.

4.2.2 'Safe Hands' sets out a number of additional steps which Clubs should take in recruitment, over and above CRB Enhanced Disclosure Check

- See evidence of a passport and driving licence of a potential volunteer or employee
- Obtain TWO references of a potential volunteer or employee- one being from an employer, the second where possible from an activity involving children. Each referee should be told the circumstances in which the reference is being asked
- Conduct an Interview of the applicant before at least two club officials asking such questions as
 - ◆ What Previous Experience the Applicant has working with Children?
 - ◆ Have you ever been refused permission to work with children
 - ◆ What an Applicant would do in a hypothetical situation such as Winter Training Session and a Parent being late to collect their child?

The Interview should be documented and retained safely by a Club

Officer

- Where a Person comes as a qualified coach or Umpire ask to see a copy of their qualification certificate(s) and membership of the ECB Governing Body for example ECB Coaches Association or ECB Association of Cricket Officials, together with their own Insurance

4.2.3 Ensure that all Club Volunteers and paid staff are given and sign an Acknowledgement of

Receipt of the Club's

- Safeguarding Policy Statement
- Code of Conduct of Members and Guests
- Terms and Conditions of their Own Position held at the Club (The ECB Web Site contains templates for Job Roles of Club Coach Club Assistant Coach, Club Volunteers and these should be used as a matter of course)

5. What do we do if we have Concerns about the Welfare of a Young Person in our Care?

5.1 The Principle is to follow the "3Rs" - namely

5.1.1 Respond to the disclosure /suspicion or allegation in a professional manner

a) This requires first and foremost ensuring that the Child is safe and remains safe and provide the child with re-assurance that he or she is not to blame

b) Listen carefully to what has been said, remaining calm and not show any personal revulsion at the allegations but keep an open mind at all times

c) advise that you will need to inform the Club Child Welfare Officer or if you are the CWO that

you will need to tell the Club Chairman. NEVER act as Policemen and seek to question the alleged abuser.

d) Advise all the parties on the Club's responsibility to report the allegation to the County Board

5.1.2 Record the Incident

a) It is paramount that your Club makes a copious record of the allegation.

The ECB Reporting Incident Form, which can be found in your Club's Safe Hands Folder, should be used at all times

Detail the name, age, date of birth, address of the Young Person, the name of the Parent or Legal Guardian and whether they have been informed. As regards the Concern Issue itself

- a) Who reported it
- b) What happened, When and Who else was involved?
- c) What the Child says
- d) What do any Witnesses say
- e) Whether you have spoken with
 - i) The child
 - ii) The Parent or Legal Guardian
 - iii) The Person against whom an allegation has been made

Whether as Club you have reported it to the Police and or Social Services

5.1.3 Report the Incident

a) There is a clear Chain of Command Mechanism in place- with the Report of the Incident being sent to the County Board Welfare Officer. It is the responsibility of the County Board to decide whether to refer the Allegation to the ECB Child Protection Team ("The CPT").

b) Be fully co-operative with those in the Chain of Command, Police and Social Services

5.2 Overarching Principles in Meeting Your 3Rs Obligations

5.2.1 The Child's Welfare is Paramount at all times

5.2.2 Confidentiality is paramount- Knowledge of the allegation should be limited to those who need to know- REMEMBER- Indiscreet Comments on the Allegation could affect a Young Person's life

5.2.3 A Club's duty is to REPORT an incident. It is not to decide whether abuse or neglect has occurred. LEAVE THIS TO THE PROFESSIONALS.

5.2.4 NEVER BE AFRAID TO REPORT CONCERNS ABOUT THE WELFARE OF A YOUNG PERSON. Note a Concern can also relate to something which may have happened outside of cricket (examples such as a Young Person coming to a Practice Night with bruises, cuts, burns to parts of his or her anatomy which would not be normally be expected) . Even if the allegation is found to be unfounded, no action can be taken against the party who reported the matter provided that they acted in Good Faith and without malicious intent

5.2.5 Ensure your Club Welfare Officer has attended the Courses referred to in this Report and is fully conversant with his or her responsibilities as laid out in Section 3 of Safe Hands. This should include being able to recognise and respond to signs and indicators of child abuse

6. The NSCL Policy on Young Persons playing in this League

6.1 The League's Overriding Principles of Child Protection

Clubs who play persons under the age of 18 ('a Young Person') as at the date of the match owe a sizable duty of care to every Young Person. The Duty of Care has two limbs to it

6.1.1; Not to place a Young Person in a position which involves "**an unreasonable risk**" to that young person, taking account of the circumstances of the match and the relative skills of the Young Person

6.1.2 Not to create a situation that places members of an opposing side in a position that it cannot play cricket as they would normally do against adult players (persons over the age of 18)

6.2 Application of the Duty of Care

Always ensure that

Persons under the age of 18 at the day of the match, when batting wear a British Standard helmet with grille.

Persons under the age of 18 at the day of the match, if acting as a runner for his side who are batting (due to injury to a batsman) wear a British Standard helmet with grille.

Persons under the age of 18 at the day of the match, or when keeping wicket and standing up to the stumps wear a British Standard helmet with grille.

Ensure that your Captain at all times comply with the ECB Fast Bowling Directive

Ensure that your Captain at all times comply with the ECB Fielding Directives

Team Sheets must be completed showing the names of all 11 players and where players are under the age of 19, their age must be shown and then exchanged between the captains in the presence of independent umpires

A Young Person who is under the age of 13 as at 31st August 2007 to play in this League must have a parental letter of consent issued to the Club, a copy of which should be passed to the League Administrator

NOTE ; the letter will be shredded using a professional shredding company at the end of the season

It is for each Club to decide whether it is their policy that where a Young Person under the age of 13 is selected, that it insists that the parent or legal guardian of that Young Person is present throughout the game.