

# **LANGLEY CRICKET CLUB CHILD PROTECTION POLICY**

**IN POLICY WITH ECB SAFE HANDS**

## **CONTENTS**

INTRODUCTION .....	3
STATEMENT OF PRINCIPLES .....	3
POLICY .....	4
GUIDELINES FOR CLUB CHANGING .....	5
INTRODUCTION.....	5
GUIDELINES .....	5
GUIDELINES FOR TRANSPORT OF JUNIOR PLAYERS.....	6
INTRODUCTION.....	6
GUIDELINES .....	6
GUIDELINES FOR PHOTOGRAPHY AND USE OF VIDEO.....	7
INTRODUCTION.....	7
GUIDELINES .....	7
GUIDELINES ON SUPERVISING CHILDREN AT CRICKET SESSIONS .....	8
INTRODUCTION.....	8
GUIDELINES .....	8
Appendices.....	9
Appendix 1 .....	10
Appendix 2.....	12
Appendix 3a.....	13
Appendix 3b.....	14
Appendix 3c.....	15
Appendix 4.....	16
Appendix 5.....	18
Appendix 6.....	19

## **INTRODUCTION**

Langley Cricket Club embraces the need for a Child Protection Policy and with the support of the England and Wales Cricket Board (ECB) will adhere to Cricket's Policy for Safeguarding Children "SAFE HANDS".

Note: for the purposes of this document, "Child", "Children", "Young Person" or "Young People" is defined as someone under the age of 18.

## **STATEMENT OF PRINCIPLES**

- The welfare of the child is paramount.
- All children, whatever their age, cultural background, disability, gender, language, racial origin, religious belief or sexual identity have the right to be treated equally and with dignity and respect.
- All children have the right to safety and to be protected from abuse.
- The Club and its Officers are committed to preventing child abuse and will endeavour to ensure that children who are members are kept safe from harm.

## **POLICY**

- All reasonable steps will be taken to ensure that those undertaking coaching/managing/captaining and other duties with the Club will be suitable to perform those duties.
- All Managers, Coaches, Captains, Club Officials and Volunteer Helpers will be required to complete an ECB Self Declaration Form and work to the Langley Cricket Club *Code of Conducts for Coaches, Officials and Volunteers, and Players* (see Appendix 4).
- All Junior Team Managers, Coaches, and other club officials as required will also be required to undertake a Criminal Records Bureau check. (Full list of relevant positions is defined in ECB “SAFE HANDS” Policy – See Appendix 6.)
- Managers and Coaches will be given information and suitable training to help them identify possible abuse and to deal with allegations made.
- They will be made aware of and implement the ECB “SAFE HANDS” Policy.
- The Club will appoint a Club Welfare Officer, who will be a member of the Club Committee.
- The Club will adopt the *Kidscape Anti-Bullying Policy* (see Appendix 1).
- The Club will adopt the *Guidelines for Club Changing*.
- The Club will adopt the *Guidelines for Transport of Junior Players*.
- The Club will adopt the *Guidelines for Photography and use of Video*.
- The Club will adopt the *Guidelines on Supervising Children at Cricket Sessions*.
- All allegations of abuse will be taken seriously, investigated as quickly as possible and responded to swiftly and appropriately.
- To this end, Managers, Captains and Coaches will report any allegations or concerns to the Club Welfare Officer within the Club at the earliest opportunity. During any investigation, the Club will afford appropriate support both to the child and his/her family and to the adult member(s) involved. The member(s) who is the subject of the investigation will be suspended from Club activities whilst enquiries are carried out. This will be a neutral act designed only to help the investigation.

## **GUIDELINES FOR CLUB CHANGING**

### **INTRODUCTION**

Langley Cricket Club (and the majority of Cricket Clubs that the teams may visit) cannot provide separate changing facilities for junior members when playing in adult teams. They also are not able to provide separate facilities for male & female players when playing in mixed sex teams.

In general this has been accepted and female players generally come to the club or to away matches already changed and do not share changing facilities. Boys playing in senior teams generally share the adult facilities or come to the ground already changed.

The following guidelines formalise these arrangements:

### **GUIDELINES**

- Adults should try to change at separate times to Young People.
- Adults should not shower at the same time using the same facility as Young People.
- If Young People need to share changing facilities with Adults, their Parents should be allowed to supervise them whilst they are changing.
- If Young People are uncomfortable changing or showering with Adults, no pressure should be placed on them to do so. Encourage them to do this at home.
- The use of cameras or mobile phones in changing rooms is prohibited.



## **GUIDELINES FOR TRANSPORT OF JUNIOR PLAYERS**

### **INTRODUCTION**

It is not the responsibility of Langley Cricket Club or its representatives to transport Young People to and from the Club or to other match/practice venues: this remains the responsibility of the parents/guardians.

It is accepted that there may be occasions when an adult member of the Club is requested to provide transport to a Young Person and the following guidelines are therefore to be adopted:

### **GUIDELINES**

- The Club should notify parents in advance of all away fixtures.
- The Club should advise parents that it does not provide transport to these away matches and that any Club representative doing so is doing it in a personal capacity only.
- Managers, Coaches, Captains, Club Officials and Volunteer Helpers should avoid situations where a child is alone with them in a vehicle (or at any venue).
- Managers, Coaches, Captains, Club Officials and Volunteer Helpers should avoid sending a child home with another person without parental permission.

See also Appendix 2.

## **GUIDELINES FOR PHOTOGRAPHY AND USE OF VIDEO**

### **INTRODUCTION**

Langley Cricket Club is keen to promote positive images of Young People playing Cricket and is not banning the use of photographic or video equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of Young People.

### **GUIDELINES**

#### **Use of images of Young People for view by the general public, for example on the web or in the media:**

- Ask for parental permission to use their child's image. This ensures that they are aware of the way the image is to be used to represent Cricket (see Appendices 3a, b and c);
- Ask for the Young Cricketer's permission to use his/her image. This ensures that he/she is aware of the way the image is to be used to represent Cricket (see Appendices 3a, b and c);
- Avoid using named photographs of Young Cricketers, particularly on public-access websites. This does not preclude the use of, for example, named team photos for display in the clubhouse.
- Only use images of Young Cricketers in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the Young Cricketers;
- Encourage the reporting of inappropriate use of images of Young People. If you are concerned, report your concerns to the County Board or Club Welfare Officer.

#### **Using Video as a coaching aid:**

- Club Coaches may use video equipment as a legitimate coaching aid; however, players and their parents/carers should be made aware if this is part of the Coaching programme and care should be taken in the storing of such films.
- The parents/carers and Young People must provide written consent for the use of photography and video analysis (see Appendices 3a, b and c).

#### **Professional Photographers & Photography at Public Events**

- It is advisable that the club adheres to the appropriate ECB guidelines detailed in Appendices 3a, b and c.

## **GUIDELINES ON SUPERVISING CHILDREN AT CRICKET SESSIONS**

### **INTRODUCTION**

Langley Cricket Club recognises that there must be sufficient adults (over 18) present to adequately supervise any cricket matches or training sessions.

### **GUIDELINES**

#### **Supervision Ratios:**

Supervision ratios relate to managing groups of children to ensure that there are sufficient adults present to deal with any issue or incident that may arise.

**There must always be a minimum of 2 adults present.** For single sex groups at least one adult must be of the same gender as the children; for mixed groups there must be at least one male and one female adult.

The minimum supervision ratios as prescribed by the ECB are as follows:

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

#### **Qualified Coach Ratios:**

The ECB additionally recommends the following ratios of qualified coaches required in different coaching situations:

- Net coaching – 1 coach : 8 children
- Group coaching (softball) – 1 coach : 24 children
- Group coaching (hardball) – 1 coach : 16 children



## **Appendices**

## **Appendix 1**

### **KIDSCAPE ANTI-BULLYING POLICY**

#### **Statement of Intent**

Langley Cricket Club is committed to providing a caring, friendly and safe environment for all of our children so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means that anyone who knows that bullying is happening is expected to tell the staff and officials.

#### **What Is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures);
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures;
- Sexual: unwanted physical contact or sexually abusive comments;
- Homophobic: because of, or focusing on the issue of sexuality;
- Verbal: name-calling, sarcasm, spreading rumours, teasing;
- Cyber: All areas of internet, such as email and internet chat room misuse; Mobile threats by text messaging and calls; misuse of associated technology, i.e. camera and video facilities.

#### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving. Cricket Clubs have a responsibility to respond promptly and effectively to issues of bullying.

#### **Objectives of this Policy**

- All officials, coaching and non-coaching staff, children and parents should have an understanding of what bullying is.
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied;
- changes their usual routine;
- is unwilling to go to the club;
- becomes withdrawn anxious, or lacking in confidence;
- comes home with clothes torn or belongings damaged;
- has possessions which are damaged or “go missing”;
- asks for money or starts stealing money (to pay bully);
- has unexplained cuts or bruises;
- is frightened to say what's wrong;
- gives improbable excuses for any of the above.

In more extreme cases, the child:

- starts stammering;
- cries themselves to sleep at night or has nightmares;
- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- stops eating;
- attempts or threatens suicide or runs away;

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

### Procedures

1. Report bullying incidents to the Club Welfare Officer
2. In cases of serious bullying, the incidents will be reported to the ECB Child Protection Team for advice via the County Welfare Officer
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

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

### Prevention

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of club rules
- signing a behaviour contract
- having discussions about bullying and why it matters.

## **Appendix 2**

### **TYPICAL NOTIFICATION OF AN AWAY FIXTURE**

#### **<Player Name>**

You have been selected to play on **<date>** in the **<match details>** against **<team>**.

Please meet at Langley Cricket Club at **<time>**. If you are unable to meet at the club please let us know.

Note: Due to insurance and child protection restrictions, Langley Cricket Club cannot provide transport to and from away matches; we need parents to arrange the transport amongst themselves. The Coach/Manager can offer lifts on request in their capacity as a parent on the understanding that the child is not in the care of Langley Cricket Club.



### **Appendix 3a**

#### **ECB GUIDELINES ON USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT COMPETITIONS**

If you are asking the press or a professional photographer to a festival, match or Cricket event, it is important to ensure they are clear about expectations of them in relation to child protection and the Welfare of Young People.

- Provide a clear brief about what is considered appropriate, in terms of content and behaviour
- Issue the photographer with identification, which must be worn at all times
- Inform Young Cricketers and their Parents/Guardians that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs
- Unsupervised access to Young Cricketers or one-to-one photos/filming sessions at the event should not be permitted
- Do not approve photo sessions outside the event

If parents or other spectators are intending to photograph or video the event, they should be made aware of your expectations:

- Spectators should be asked to register at the event, if they wish to use photographic equipment
- Young Cricketers and Parents should be informed that if they have concerns they can report these to the event organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any child protection concern

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and should be announced over the public address system prior to the start of the event.

#### **The recommended wording is:**

In line with the recommendation in the ECB Welfare of Young People Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Staff before carrying out any such photography. The event organisers reserve the right of entry to this event and reserve the right to decline entry to any person unable to meet or abide by the organiser's conditions.

## **Appendix 3b**

### **Parental/Carer and Young Person Permission Form for the Use of Photographs and Recorded Images**

This form is to be signed by the Legal Guardian of a Child or Young Person under the age of 18, together with the Child or Young Person. Please note that if you have more than one Child under the age of 18 registered with the Club you will need to complete separate forms for each Young Person. Langley Cricket Club recognises the need to ensure the welfare and safety of all Young People in Cricket. As part of our commitment to ensure the safety of Young People we will not permit photographs, video images or other images of Young People to be taken or used without the consent of the Parents/Carers and the Young Person.

Langley Cricket Club will follow the guidance for the use of images of Young People, as detailed within the ECB Welfare of Young People Policy (excerpt attached for information). Langley Cricket Club will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of Langley Cricket Club. If you become aware that these images are being used inappropriately, you should inform the Club Welfare Officer immediately- please refer to the club notice board or the club's website on <http://langley.play-cricket.com> for the Club Welfare Officer's details. If at any time either the Parent/Carer or the Young Person wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.

#### **To be completed by Parent/Carer**

I \_\_\_\_\_ (Parent/Carer full name) consents /  
does not consent to Langley Cricket Club photographing or videoing  
\_\_\_\_\_ (name of Young Person) under the  
stated rules and conditions and I confirm I have legal parental responsibility for this child and am  
entitled to give this consent. I also confirm that there are no restrictions related to taking photos.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **To be completed by Young Person (if 12 years or older)**

I \_\_\_\_\_ (Parent/Carer full name) consents /  
does not consent to Langley Cricket Club photographing or videoing my involvement in Cricket under  
the stated rules and conditions.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form to any of the **Youth Team Coaches / Managers** (details on the club notice board or in your pack).

### **Appendix 3c**

#### **EVENTS REGISTRATION FORM**

Please complete and return to the Event Organiser

<b>Event Name</b>	
I wish to take photographs or record images at this event. I agree to abide by the Event Organisers' guidelines and confirm that the photographs or recorded images will be used appropriately.	
<b>Name</b>	
<b>Interest (Parent / Press etc)</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel No</b>	
<b>Signature</b>	
<b>Date</b>	

## **Appendix 4**

### **CODES OF CONDUCT**

#### **COACHES CODE OF CONDUCT**

- Teach your players that rules of the game are mutual agreements, which no one should evade or break.
- Group players according to age and physical maturity whenever possible.
- Avoid over-playing the talented players. The "just average" players need and deserve equal time.
- Remember that Juniors play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at Juniors for making mistakes or losing a competition.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and length of practice times and competitions should take into consideration the maturity level of Juniors.
- Develop team respect for ability of opponents, as well as for the judgement of umpires and opposing coaches.
- Follow the advice of a physician when determining when an injured player is ready to play again. In any event, if there is any doubt do not play the Junior.
- Remember that Juniors need a coach they can respect. Be generous with your praise when it is deserved for both effort and skill. Set a good example, not only with your behaviour, but also with dress and equipment.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of Juniors.
- Remember that Juniors are also students. Be reasonable in your demands on their energy time and enthusiasm.
- Make Juniors aware of the physical fitness values of cricket and also its life-long value both recreationally and in personal relationships.
- Ensure that Juniors compete safely. Be aware of signs of mental and physical stress and fatigue.



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## CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibitive substances.
- Coaches only – by coaching at Langley Cricket Club you have agreed to work in line with the key principles of the ECB Coaches Code of Conduct policy (a copy of which is on the notice board in the clubhouse or go to [www.ecb.co.uk](http://www.ecb.co.uk) for more information).

## PLAYERS CODE OF CONDUCT

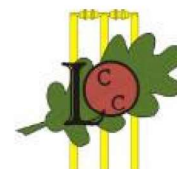
- Players should play the “fun of it” not just to please parents or coach.
- Not to train or play with an existing injury.
- Show respect for your team's opponents. Without them there would be no games.
- Participate in all aspects of the training session or match, not just the parts that interest them the most.
- Listen to the coach!
- Respect the umpire's decision.
- Encourage Juniors always to play according to the rules, and condemn deliberate breaches.
- Understand that bad/inappropriate behaviour will be challenged and dealt with.
- Above all remember that what they do should be fun and understand the spirit of sportsmanship.

## **Appendix 5**

### **USEFUL CONTACTS**

<b>Cricket Contacts</b>		
ECB Child Protection Team	England and Wales Cricket Board Lord's Cricket Ground London NW8 8QZ	0207 432 1200 crb@ecb.co.uk
Cheshire Cricket Board Welfare Officer	Andrew Margeson 29 Shakespeare Close Northwich Cheshire CW9 7GB	Mobile: 07958 244794 Home: 01606 43045 Email: a.margeson@yahoo.co.uk
LCC Club Welfare Officer	Fred Slater	Mobile: 07979 754816 Email: fred.slater@ntlworld.com

<b>Local Contacts</b>		
Local Social Services	Macclesfield Family Centre 5 Ely Court Macclesfield SK10 1LJ	01625 616689
<b>National Contacts</b>		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	020 7825 2500 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
	Freephone 24 hour Helpline	0808 800 5000
	Asian Child Protection Helpline	0800 096 7719
The NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	0116 234 7278
Childline UK	Freepost 1111 London N1 0BR	0800 1111



Langley Cricket Club  
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## **Appendix 6**

### **ECB List of Posts which require Vetting Checks (CRB Checks)**

ROLE AT THE CLUB OR IN LEAGUE	VETTING CHECK ALWAYS REQUIRED	VETTING CHECK REQUIRED AT DISCRETION OF CLUB'S ASSESSMENT OF ROLE	COMMENTS
WELFARE OFFICER	YES		ALL CLUB / LEAGUE / COUNTY POSTS
COACH [VOLUNTEER OR PAID]	YES		
ASSISTANT COACH	YES		IF REGULARLY ASSISTING
COACHING CO-ORDINATOR	YES		
UMPIRE	YES		CLUB OR LEAGUE
SCORER	YES		CLUB OR LEAGUE
COLTS MANAGER	YES		
AGE GROUP MANAGER	YES		
CLUB CAPTAIN	YES		
ADULT TEAM CAPTAINS	YES		IF PLAYERS UNDER 18 PLAYING REGULARLY IN SIDE
FIRST AIDERS / PHYSIOTHERAPISTS / MEDICAL SUPPORT	YES		
SCHOOLS LIAISON OFFICER	YES		
WOMEN & GIRLS CO-ORDINATOR	YES		
CLUB DEVELOPMENT OFFICER		YES	
CHAIRMAN OF JUNIOR CRICKET		YES	IF COACHING
GROUND STAFF		YES	
ASSISTANT GROUND STAFF		YES	
BAR MANAGER		YES	CRB IF REGULAR, UNSUPERVISED, SOLE ACCESS
TEA LADY / CATERER		YES	CRB IF REGULAR, UNSUPERVISED, SOLE ACCESS
FIXTURES SECRETARY		NO	DEPENDS ON ACCESS TO RECORDS
WEBSITE ADMINISTRATOR		NO	DEPENDS ON ACCESS TO RECORDS
TREASURER		YES	
COMMITTEE MEMBERS		NO	IF CLUB HAS CHARITABLE STATUS
FUNDRAISER		NO	
PRESS OFFICER		NO	