

SAFEGUARDING POLICY STATEMENT

East Bergholt Cricket Club (The Club) is committed to ensuring all Children (i.e all persons under the age of 18) participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
- 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 Club Welfare Officer (Mark Hayward) and ensuring they attend all current and future training modules required by the ECB,
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them
- Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, the club 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 the club
- Ensuring the name and contact details of the Club Welfare Officer is available:
 - As the first point of contact for parents, children and volunteers/staff within the club
 - As a local source of procedural advice for the club, its committee and members
 - As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
 - As the main point of contact within the club for relevant external agencies in connection with child safeguarding Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club 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 those who need to know in order to safeguard children – including the Club Welfare Officer and the

appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures Section 3

CHANGING ROOM POLICY

Adults must not change, or shower, at the same time using the same facility as children - if the same changing room is used then they must have different times

- If adults and children need to share a changing facility, they must do so at different times.
- Mixed gender teams must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in changing rooms. If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Suggest instead that they may change and shower at home.

ANTI BULLYING POLICY

Statement of intent We are 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, incidents will be dealt with promptly and effectively. We are a TELLING club. This means anyone who knows bullying is happening is expected to tell someone who can do something about it.

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 take many forms :

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

Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also 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 adults and children at the club 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 they will be supported when bullying is reported
- Bullying will not be tolerated

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed. Signs and symptoms a child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and 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 the 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 is a possibility and should be investigated.

Procedures

- Report any concerns about bullying incidents to the Club Welfare Officer. In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police should be consulted - for example if there has been assault, harassment or theft
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- 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

Prevention

We will use 'Kidscape' recommended methods to help children prevent bullying.

These may include:

- Developing a children's code of conduct (see guidance in 'Safe hands')
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters

*with thanks to Kidscape for their expert advice and templates

FILMING AND SOCIAL MEDIA POLICY

Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches

- If no consent has been given for a child, then it is to be made known to the relevant person of the other team (e.g. coach/ team manager) so the appropriate person/s taking photographs for the other team is/are aware and can avoid taking photographs of that particular child
- The children should be informed a person will be taking photographs
- The children should be informed that if they have concerns they can report these to the coach or team manager
- Concerns regarding inappropriate, or intrusive, photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern
- It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete. It is recommended that all cricket clubs as well as tournament/festival/event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below.

Use of images of children (for example on the web, in the media or in league handbooks), including broadcast on social media platforms:

- Ask for parental permission to use the child's image and, wherever possible, show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent cricket and the club
- Ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the club
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Only use images of children in appropriate kit, to reduce the risk of inappropriate use, and to provide positive images of the children
- Encourage the reporting of inappropriate use of images of children. If you are concerned, report your concerns to the County or Club Welfare Officer

Using video as a coaching aid:

There is no intention on the part of the ECB to prevent club coaches using video equipment as a legitimate coaching aid. However, players and parents/carers should be aware that this is part of the coaching programme, and material taken in connection with coaching, must be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed. The parents/carers and children must provide written consent for the use of photography and video analysis.

TRANSPORT POLICY

parents/ carers that parents/carers are responsible for the safe delivery and collection of their child for matches or training.

Information will be distributed which relates to all planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements.

Coaches and club staff will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds.

It is not the responsibility of the coach or team manager to transport, or arrange to transport, the children to and from the club or match.

The club must receive permission from parents/carers for children to participate in all competitions and away fixtures/events.

Please refer to our "pick up and drop off" policy, which specifically addresses matters such as late collection of children.

MANAGING CHILDREN AWAY FROM THE CLUB POLICY

These apply whenever children are taken away from their base location/home club.

Staffing Arrangements

Wherever possible, the club will appoint a Head Coach and Team Manager, with the Head Coach and coaches taking responsibility for training and competition management, and the Team Manager (and any other staff) taking responsibility for pastoral care

- The club will also appoint a Home Club Contact
- All members of staff will have a clear knowledge of their role and responsibilities
- Staff are aware that they have a common law duty of care to act as a prudent parent would
- All staff understand the ECB 'Safe Hands Policy

MISSING CHILD POLICY

If a child goes missing, the following guidelines have been devised to clarify the actions to take:

- 1 Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- 2 Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- 3 Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully
- 4 Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.
- 5 Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- 6 Request all those searching to report back to a nominated adult at a specific point
- 8 This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police
- 9 A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete
- 10 If the police recommend further action before they get involved, follow their guidance
- 11 If the police act upon the concern, always be guided by them in any further actions to take.
- 12 At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if, by then, they are involved
- 13 All missing child incidents **MUST BE** notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must notify the ECB Safeguarding Team

SOCIAL MEDIA, TEXTS, APPS AND EMAIL POLICY

Club Officials / Coaches / Managers

Facebook and Twitter accounts are great for promoting your club and cricket in general, as well as being a fun way to unwind and stay in touch with friends: it is essential to keep these two worlds separate. You should have separate cricket-club related and personal pages; all contact with players should be through the former, and strictly in relation to training, coaching, matches and cricket related activity. You should also adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. This will keep younger players safe from material that may be unsuitable for them, and will reduce the risk of your online interactions being viewed with suspicion.

Although younger players may see you as a friend, and may request to be your 'friend' on a social media site, you should direct them to the cricket- club related page and keep all contact professional. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also important to be mindful of any content you post online via the cricket-club related page - remember: You are representing the club Your communications should conform to 'Safe Hands' policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children. If you wouldn't put it on the club notice board, it doesn't belong on the club's social media pages You should have consent before posting any personal information online – this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18s

Texts, apps and emails: contacting Under 18 players

The Children Act defines a person under 18 years as a child You should make arrangements for under 18s via their parents or carers; this includes text and email or Whats App messages etc.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17 year old receives the information directly. If you receive any responses that appear inappropriate they should be brought to the attention of the parent or carer. You should not engage in individual text or email conversations with a 16 or 17 year old without their parent receiving the same messages from you. All contact with children should be in relation to coaching, matches and cricket-related activity.

Social Media: Do's and Don'ts

Coaches / Managers / Clubs DO

Have separate social media accounts for cricket-club related and personal use.

Keep your photos and personal information private.

Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.

Obtain consent before posting any personal information online – this includes photographs where an individual can be identified.

Remember the picture/no name guidance for under 18s

Coaches / Managers / Clubs DO NOT

Send text messages to juniors – make arrangements via their parents.

Send private messages to children and young people via apps or social media.

Invite or accept children and young people to become “friends”.

Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

Adult players in Open Age teams

Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms.

If you have concerns regarding social media, texts and emails If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding team – email safeguarding@ecb.co.uk

If you believe that an offence has been committed, or that someone's use of social media is placing a child is at risk of harm, inform the police immediately.

Parents/Carers

This generation is growing up with the internet as part of their everyday lives. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it. As children have access to the internet from various devices, it can be more difficult to monitor their use than when a 'home computer' sat in a downstairs room, and more important that parents/carers have greater knowledge.

There is great information available for you to help keep your child safe online: visit <https://www.net-aware.org.uk> for a good introduction. You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk>

Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents: <http://www.facebook.com/safety/groups/parents/>.

In April 2018, Whats App raised their minimum age to 16 years.

Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.

Parents / Carers DO

- Make sure you are aware of who your child has contact with online and via text
- Be aware of The ECB and the club's expectations for coaches and social media
- Talk to your children about using social media.
- Provide your mobile number / email address if requested, so the club can contact you

Report any content you think may be improper or unlawful to the Internet Watch Foundation :

<https://www.iwf.org.uk>

Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text:

If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests. Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.

Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos. If someone is sending you messages or texts that you are worried about, tell your parents, an adult you trust, your teacher or your club's welfare officer.

- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you.
- You can expect them to make arrangements for coaching and matches via your parents.
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don't be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk>

Young people DO

- Keep your photos and personal information private
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket.
- Tell a professional or an adult you trust if you are worried or concerned about online behaviour or unwanted contact/communication.

Young people DO NOT

- DO NOT send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
- DO NOT accept any friend requests from people you don't know or you feel uncomfortable accepting Putting things in place

DO NOT send or forward any indecent images of yourself, someone you know, or anyone you don't know, even if it seems to be done in fun - it is wrong and it is against the law

- Report any indecent image or video footage to the Internet Watch Foundation - they can have these removed <https://www.iwf.org.uk>

