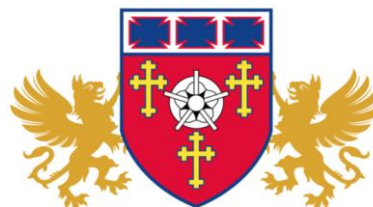


**SHANKLIN & GODSHILL CRICKET CLUB**  
Westhill Road, Shanklin, Isle of Wight PO37 6PT



**Shanklin & Godshill Cricket Club: Policies for Colts**

**POLICY STATEMENT No. 2**

**SUBJECT: CHANGING ROOMS AND SHOWERING FACILITIES**

1. Children (under the age of 18) must not change or shower at the same time using the same facilities as adults (over the age of 18);
2. Adults should try to change at separate times to children during matches (i.e. when padding up);
3. If at any time adults and children have to share a changing facility, we must have consent from the parent/carer that their child(ren) can share a changing room with adults in the Club;
4. If children play for adult teams, they and their parents/carers must be informed of our policy on changing arrangements;
5. Mixed gender teams will have access to separate male and female changing rooms;
6. Mobile camera phones, cameras or videos must not be used in the changing rooms;

*Please note that if children are uncomfortable changing or showering at the Club, no pressure should be placed on them to do so. Encourage them to do this at home.*

## **POLICY STATEMENT No 3**

### **SUBJECT: JUNIOR CRICKETERS PLAYING ADULT MATCHES.**

*We recognise that we have a duty of care towards all young players who are representing the Club. This duty of care should be interpreted in two ways:*

*Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player;*

*Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.*

The following specific requirements apply to young players participating in adult matches:

1. All young players who have not reached their 18<sup>th</sup> birthday must wear a helmet with a faceguard when batting and when standing up to the stumps when keeping wicket. Parental consent not to wear a helmet should not be accepted in adult matches. A young player acting as a runner must also wear a helmet even if the player he is running for is not doing so;
2. Current ECB fielding regulations as posted in the Pavilion must be adhered to and enforced by the umpires and captain. The umpires are empowered by these fielding regulations to stop the game immediately if a young player comes within the restricted distance;
3. The umpires and the opposing captain must be notified of the age group of all players participating in an adult match who are in the under 19 age group or younger even if that player is not a fast bowler. This requirement also covers any young player taking the field as a substitute fielder. ECB Team Sheets are freely available to facilitate this.
4. Any player in the under 13 age group and younger must have explicit written consent from parent/guardian before participating in adult matches.
5. Our policy relating to changing and showering must be adhered to;
6. Prior approval from the League or Cup management authorities has to be obtained if we ever wish for a player in the under 11 age group to play in an adult match. If this is ever considered we should seek advice from the County Age Group Coach or another ECB Level 3 coach;
7. A parent/guardian or other identified responsible adult should be present whenever a player in the under 13 age group or younger plays in an adult match. This could include the captain or another identified adult taking responsibility for the young player.

## **POLICY STATEMENT No. 4**

SUBJECT: MANAGING CHILDREN ON AWAY TRIPS OFF THE ISLE OF WIGHT

**If any member of the Club is considering taking a group of Children off the Island in the name of the Club they must be familiar with this Policy Statement and meet with the Club Welfare Officer sub-committee and parent/guardian representatives to discuss the trip prior to making any arrangements.**

A Team Manager is to be appointed with clear roles and responsibilities.

Such responsibilities will include to:

1. Establish and communicate the following information to parents/carers:
  - a. the reason and purpose of the trip;
  - b. the dates of the trip including time of departure and estimated time of return;
  - c. the destination of the trip;
  - d. meeting points-at the home and/or the away venue as appropriate;
  - e. name and contact details of the Team Manager responsible for the trip;
  - f. kit/equipment requirements;
  - g. information on any costs such as competition fee, spending/pocket money, cost of transport;
  - h. name and contact number of the person acting as the "Club Home Contact";
  - i. arrangements for food and drink;
2. Ensure the Team Manager has a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip:
3. The Team Manger is responsible for determining appropriate staffing levels;
4. All members of staff need to have a clear understanding of their role and responsibility for the team;
5. All staff must go through an Induction programme ensuring they understand the ECB "Safe Hands" policy;
6. Ensure there is a "Club Home Contact" (a member of the Club who is not travelling away) who will act as a contact point if required in an emergency situation and ensure that the "Club Home Contact" is provided with the following information to enable them to fulfil their role should they need to do so:
  - a. the names of the players and staff on the trip;
  - b. emergency contact names and phone numbers for all persons on the trip;
  - c. details of any medical or physical needs of any of the players;

- d. contact numbers of the staff on the trip;
- e. telephone numbers for the police local to the home club/event organiser;

The "Club Home Contact" should be a member of the Club who has been DBS checked;

Additional guidance for trips that include an overnight stay.

1. In addition to the abovementioned guidance the Team Manger should ensure that detailed planning for the trip takes place, including:
  - a. identification of suitable venues and facilities both for the cricket match and accommodation;
  - b. wherever possible, a visit to the facilities and venues should be made prior to the trip to enable an effective risk assessment to take place;
  - c. conduct a risk assessment. Sufficient planning is the key to the prevention of incidents;
  - d. children must not be placed in situations which expose them to an unacceptable level of risk;
  - e. analyse the insurance cover that is required;
  - f. Contact should be made with the staff at the accommodation to:
    - g. outline that all accommodation must be clean and with access to sufficient toilet and bathing facilities;
    - h. confirm that it will not be acceptable for players to share a bed, for male and female players to share a room, for staff/adult players to share a room with children, for children of vastly different ages to share a room;
    - i. establish if rooms are equipped with satellite TV and whether inappropriate programmes may be available. It may be possible to arrange for these programmes to be disconnected;
    - j. check the accommodation policy for extras on bills, breakages and lost keys;
    - k. ensure that the needs of players with disabilities are met;
    - l. check the whereabouts of accommodation which will be allocated to the staff who are accompanying the party, so as to enable children to be able to know which rooms the staff are in to contact them if required;
  - m. where possible, ensure the rooms are not scattered around the hotel on different floors but are grouped together;

- n. discuss the Club's code of conduct and discipline policy;
  - o. ensure that all dietary requirements are catered for:
2. A meeting should be arranged with the parents/carers and children to provide details of the trip, and to communicate the following additional information to parents in writing:
- a. a detailed itinerary;
  - b. the duration of the trip;
  - c. details of the accommodation with address and contact number;
  - d. the names of all Staff from the Club;
  - e. emergency procedures and telephone contacts;
  - f. welfare and child protection procedures;
  - g. details of insurance;
  - h. date for paying deposit;
  - i. details of transport;
3. The following written and signed information is obtained from parents/guardians/carers:
- a. consent form accepting the code of conduct and detailing any specific medical information, special dietary requirements, consent for emergency medical treatment, agreement to pay the fee and confirmation of contact details.
4. Players are prepared for the trip; the tour manager and coaches should meet with the players prior to the trip to agree:
- a. expectation of the players;
  - b. clothing list;
  - c. codes of conduct/behaviour-this should be signed by all young players with their parents' permission;
  - d. their responsibility for their own property;
  - e. staff roles and responsibilities;
  - f. emergency procedures;
  - g. support if they become homesick, unhappy or need to speak to someone in

confidence.

5. The Club Home Contact should be provided with the following additional information:
  - a. contact numbers for the accommodation;
  - b. telephone numbers for the police local to the accommodation.
  - c. The following guidance and protocols should be followed as required during the trip:
    - d. whatever the accommodation, and throughout the trip, the Team Manger must be sure that the players are safe;
    - e. players must know the whereabouts of staff at all times, including which rooms the staff are in and how to contact them if required;
    - f. staff must know they have a common law duty of care as a prudent parent would;
    - g. medical details of the players and other relevant information must be carried by a member of staff;
    - h. staff should have the ability to call the emergency services and access to the minimum first aid provision;
    - i. staff must act in an emergency and take life saving action in extreme situations
6. If an emergency occurs, the Team Manager must:
  - a. establish the nature of the emergency and names of any casualties;
  - b. ensure the rest of the team are safe and supervised;
  - c. ensure all members of the party are aware of the situation and are following emergency procedures;
  - d. ensure that a member of staff accompanies any casualties to hospital;
  - e. notify the police if necessary;
  - f. complete an ECB incident reporting form;
  - g. ensure that no one in the group speaks to the media. All media enquiries should be managed through the ECB's Corporate Communications Department at Lord's;
  - h. Contact the Club Home Contact who will contact parents,keep them informed about the situation, liaise with the Club staff and, if necessary, the ECB, liaise with the media contact (if applicable) and report the incident to the insurer.

## **POLICY STATEMENT No. 5**

### **SUBJECT: MISSING CHILD GUIDELINES**

If a child for whom our Club has responsibility goes missing the following guidelines outline actions that should be taken.

1. Ensure the other children in your care are looked after appropriately while you organise a search for the missing child;
2. Inform the child's parents if they are present or nominate an appropriate person to telephone them and advise them of your concern. Reassure them you are doing all you can to locate the child;
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 fully searched;
4. Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the Club grounds;
5. Request all those searching report back to a nominated adult at a specific point;
6. This nominated person should remain at a specific reference point and must make note of the events, including detailing a physical description of the child and where and when they were last seen as this will be required by the police. If the search is unsuccessful you should then report the concern to the police;
7. The police should be notified no later than 20 minutes after the child's disappearance is noted, even if the search is not complete;
8. If the police recommend further action before they get involved, follow their guidance;
9. If the police act upon the concern always be guided by them in any further actions that are undertaken;
10. At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and police (if they are involved);
11. All missing child incidents must be notified at the very earliest opportunity to the Club WO, who must immediately notify the County WO who will then notify the ECB Child Protection Team.

## **POLICY STATEMENT No. 6**

### **SUBJECT: PHOTOGRAPHY AND VIDEO CAMERA GUIDELINES**

1. Photographs/images are not to be taken of children at matches or training without the prior permission of the parents/carers of the children. 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;
2. Children should be informed that a person will be taking photographs. If the children have concerns they can report these to the coach or team manager;
3. 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 concern;
4. We recommend that cricket tournaments /festivals/ events/competitions set up a camera registration book for parents to complete;
5. At no time should video or picture images be taken in changing or showering areas.

The following guidelines apply to the publishing of images (for example on the web, in the media or in handbooks).

1. Parental permission has to be granted to use their child's image. Wherever possible show the image to the parents and child in advance;
2. Ask for the child's permission to use their image;
3. If the cricketer is named, avoid using their photograph;
4. Only use images of children in appropriate training or competition kit;
5. Encourage the reporting of inappropriate use of images of children. If you are concerned, report your concerns to the Club Welfare Officer.



## **POLICY STATEMENT No. 7**

### **SUBJECT: TRANSPORT OF CHILDREN TO AND FROM MATCHES AND TRAINING**

1. The Club must ensure that the relevant colts manager/ team captain has notified parents/carers that parents/carers are responsible for the safe delivery and collection of their child for matches and training;
2. All parents/carers should be advised at the start of the season of the information on training sessions, planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements;
3. Coaches and Club staff are responsible for the children in their care when on the Club premises or on arrival at opponents' cricket grounds;
4. In the event of the late collection of a child by a parent/carer the coach/team captain should contact the parent/carer by phone using the information contained in our database. The coach/team captain will stay with the child until such time as the parent/carer collects the child;
5. It is not the responsibility of the coach or team captain to transport, or arrange transport, of the children to and from the Club or match;
6. We must receive permission from parents/carers for children to participate in all competitions and away fixtures/events;

## **POLICY STATEMENT No. 8**

### **SUBJECT: ANTI-BULLYING POLICY.**

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

Bullying can be:

*Emotional:* being tormenting;

*Physical:* pushing, kicking, hitting, punching or any use of violence;

*Racist:* racial taunts, graffiti, gestures;

*Sexual:* unwanted physical contact or sexually abusive comments;

*Homophobic, Verbal or Cyber.* This latter concern involves threats by text messaging and calls and the misuse of associated technology, i.e. camera and video facilities.

***All members of the Club have a responsibility to respond promptly and effectively to issues of bullying.***

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 be familiar with the Club policy on bullying and follow it when bullying is reported;

All children and parents should understand our policy 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;

*Parents and Guardians may wish to know that a child may show signs or behaviour that may indicate 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 normal routines;
- is unwilling to go to the Club;
- becomes withdrawn, anxious or lacking in confidence;
- comes home with clothes torn or belongings damaged;
- has possessions that go “missing”;
- asks for money or starts stealing (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.

Our procedures are as follows:

1. Report Club-related bullying incidents to the Club Welfare Officer;
2. In cases of serious Club-related 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 attend a meeting to discuss the problem;
4. If necessary and appropriate, police should be consulted;
5. The bullying behaviour must be investigated and the bullying quickly stopped;
6. An attempt will be made to help the bully (bullies) change their behaviour;
7. We reserve the right to exclude any Club member who exhibits bullying 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.**

## **Shanklin & Godshill Cricket Club**

### **E-Safety Policy Statement April 2015**

Minors: All persons under the age of 18 years. CWO: Club Welfare Officer

ECB: England and Wales Cricket Board

#### Policy Statement

E-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Shanklin & Godshill Cricket Club is committed to promoting the safe, and responsible, use of communication and interactive communication technologies within the context of cricket, in accordance with the ECB "Safe Hands" Policy, to protect all minors from reasonably foreseeable forms of harm. Potential risks include:

Social networking can put children and young people at risk

- Bullying by peers
- Making personal information public, which may enable others to locate a child and put them at risk
- Sexual grooming, luring and exploitation and abuse contact with strangers
- Involvement in making or distributing illegal or inappropriate content
- Exposure to inappropriate and/or illegal content
- Theft or personal information
- Leaving and running away from home as a result of contacts made online
- Exposure to racist or hate material
- Encouragement of violent behaviour

#### E-Safety Policy

**All members, volunteers working with juniors, parents and guests of Shanklin Cricket Club will:**

Take responsibility for their own use of communication and interactive technologies, making sure they use these technologies safely, responsibly and legally within the context of cricket.

Not use a communication device or interactive communication service such as Facebook or Twitter to bring the club, its members or cricket into disrepute.

Not use a communication device or service for inappropriate behaviour online within the context of cricket, including the bullying or harassment of others in any form, defamation, obscene or abusive language, the uploading of material which is libellous, defamatory, obscene, illegal, shows nudity or is violent.

Not ask for email addresses, mobile phone numbers or social networking profiles of minors or search for minors on social networking services and search engines without prior consent of the parents.

Not develop an online relationship with any minors with the intention of meeting them offline to engage in sexual activity. Sexual exploitation, including grooming a child under the age of 18 for the purpose of meeting to engage in sexual activity is a serious criminal offence.

Need to be aware that any report of the misuse of communication and interactive technologies within the context of cricket will be investigated according to Shanklin Cricket Club's policy and procedures and may result in the club's sanctions being enforced. Any serious incident, or suspected criminal activity will be reported to the police immediately, which may result in legal action as determined by the police authority.

Report any known misuses of communication and interactive technologies within the context of cricket, including unacceptable behaviour, inappropriate contact with children online and illegal content, according to the relevant club and ECB safeguarding policies and procedures.

Any concerns regarding e-safety issues should be reported immediately to the Club Welfare Officer. Illegal sexual child abuse images must be reported to the Internet Watch Foundation <http://www.iwf.org.uk> and to the police. Reports about suspicious behaviour towards children and young people in an online environment

must be made to the Child Exploitation and Online Protection Centre [www.ceop.gov.uk](http://www.ceop.gov.uk).

Law enforcement agencies and the Protection Centre may need to take urgent steps to locate the child and/or remove the content from the internet. Where potentially illegal material is found or suspected the evidence must be made secure and preserved. The police or the IWF can provide further advice on this when a report is made. In the case of reports about suspected illegal material including sexual abuse or indecent images of children held on personally owned devices by members the report should include where the suspected illegal material can be found e.g. a website address where possible. Potentially illegal material, like indecent images, must not be circulated or distributed within the club. Those involved in making a report must be kept to an absolute minimum.

Further guidance for Coaches, appointed officers, and volunteers in a position of trust

A request to become a named friend on a minor's social networking page or a request to become a named friend on a minor's social networking page, should be declined if:

- That person holds a position of responsibility in respect of the minor,
- That person holds a position of trust and responsibility in Shanklin Cricket Club
- The parent/guardian of the minor has not given their consent to such contact.

Parents may have become members of social networking sites that their children sign up to in order to ensure the wellbeing of their own child, by being able to view their child's site. This gives the parent access via their child's site to all children listed as friends of their child. It would not be appropriate for Shanklin & Godshill Cricket Club to prevent a parent who is also a coach from using this form of protection of their child's online activities. So, in such cases the coach can:

- Have players on the site/he she is accessing providing that the Shanklin & Godshill Cricket Club under 18 year old members on the site are listed as friends of his/her child.
- The coach concerned does not have direct contact with those players through the social networking site,
- The coach does not accept such players as friends on his/her home site, and
- The coach should inform the CWO of this arrangement.

Further guidance for coaches and officials who are under 18

Shanklin & Godshill Cricket Club recognises social networking sites can be a useful communication tool for coaches, and officials within the club to share information with other coaches, officers and appointed volunteers. In such cases where a minor is in a position of responsibility, Shanklin & Godshill Cricket Club will:

- Gain written consent of the parent/guardian for the minor to have contact with a named individual adult and identify the site concerned,
- The named adult must sign an agreement to keep the contact with the minor to the discussion of matters relevant to the minor's professional role in the club,
- All such communications should be shared with an identified third person (such as the minor's parent/guardian or a CWO)

If the minor or the adult is found to breach the above agreement, action must be taken by Shanklin & Godshill Cricket Club to address the concern and/or the breach be referred to the CWO or the statutory agencies as appropriate.

## Guidance to Shanklin & Godshill Cricket Club members under 18 years of age

- Do not ask your club coach to be your social networking site friend – they will refuse as that would breach Shanklin & Godshill Cricket Club e-safety policy (see above).
- Use the internet responsibly and do not place yourself at risk. Helpful tips can be found on [www.ceop.gov.uk](http://www.ceop.gov.uk)
- Consider who you are inviting to be your friend and follow the good advice for the social networking sites to ensure you are talking to the person you believe you are talking to.
- Always remember that anything you say including photos, pictures and video clips posted on your site may be shared with people other than those for whom it was intended.
- Never post or send any photos, videos or make comments that may be: Hurtful, untrue, and upsetting and you may regret sharing later on, or may be used by other people in a way you did not intend or want.
- Do not put pictures of other club members on the site within the club setting as you may breach Shanklin & Godshill Cricket Club policy on photographs. If you do wish to upload a picture you must get advice and consent from your parent, the other young person and their parents and a club officer before even considering uploading such a photo. This will not prevent you having picture of your cricket friends on your site taken outside the sporting arena but it is good advice to always ensure they and their parents are happy with any picture you have of them on your site.
- Always be aware that social networking sites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. Such technology is instant and this allows you as the user to react in the “heat of the moment” where in the past you would have been required to write a letter which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say to the individual concerned.