

# **BELVOIR CRICKET CLUB - SAFEGUARDING POLICY AND GUIDELINES FOR THE WELFARE AND PROTECTION OF YOUNG PERSONS<sup>1</sup> AND VULNERABLE ADULTS<sup>2</sup>**

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Fast Bowling and Fielding Policy  
Anti-Bullying Policy  
Young Persons Welfare Concerns Policy  
Social Media Policy  
Photography and Video (Junior) Policy  
Changing Rooms Policy  
Young Persons Transport Policy  
Lost Child Policy  
Juniors in Adult Matches Policy

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<sup>1</sup> Under the age of 18, also known as “children”.

<sup>2</sup> Throughout this document and other welfare related policies etc “young persons” is taken to include “vulnerable adults”

## **1. SAFEGUARDING POLICY**

Belvoir Cricket Club (BCC) or “the Club” embraces the code of ethics and conduct promoted by the England and Wales Cricket Board (ECB) as detailed in the ‘Safe Hands’ Cricket’s Policy for Safeguarding Children. BCC is committed to ensuring that all young persons and vulnerable adults participating in cricket have a safe and positive experience.

### **1.1 STATEMENT OF PRINCIPLES:**

The welfare of the young person is paramount.

All young persons, whatever their age, cultural background, disability, gender, language, racial origin, religious belief or sexual identity have the right to have fun and be protected from harm in a safe environment.

All suspicions, concerns and allegations will be taken seriously and will be responded to swiftly and appropriately.

All young persons have the right to safety and to be treated with dignity and respect.

The Club will appoint a Welfare Officer and Deputy Welfare Officer and ensure that they attend all current and future training modules required by the ECB & the NSPCC so that they have the necessary skills to undertake their role effectively.

**The named welfare officers for the Club are:-**

The CWO is Rory Kerr (01476 561711, 07746 119185).

The Deputy CWO is Martin James (07801 583297).

### **1.2 POLICY STATEMENT:**

BCC (the Club) and its officers, coaches, umpires, scorers and team managers are committed to preventing abuse by ensuring that all young persons who are associated with the Club are kept safe from harm.

The Club will ensure that all individuals working in cricket at or for the Club understand the Safe Hands Policy applies to them according to their level of contact with young persons in cricket. They will be provided with support through education and training so that they are aware of and can adhere to good practice and code of conduct.

Everyone connected with the Club (including parents, young persons and volunteers) should be sensitive to any concerns, suspicions or allegations of abuse and should ensure that such concerns are reported to the Club’s Welfare Officer or Deputy at the earliest opportunity. Officers of the Club will afford appropriate support to any adult member of the Club involved in such an allegation. During the investigation period, the member will be suspended from Club activities.

All individuals working for the Club with young persons are recruited and appointed in accordance with ECB guidelines.

### **1.3 DISCLOSURE & BARRING SERVICE CHECK (previously the Criminal Record Bureau (CRB) check)**

Adult members of the Club who are coaches, team managers, umpires, scorers, team captains will undergo Disclosure and Barring (DBS) check. Other members depending on their level of contact with young persons in the Club may be requested to complete a Disclosure & Barring Service check as directed by the ECB guidelines. This is not negotiable.

Some members may have gone through this process with other cricket organisations such as the ECB Coaches/Umpires Association, but they will have to show evidence of this to the Club's Welfare Protection Officer or deputy who will keep a record.

All reasonable steps will be taken to ensure that those undertaking coaching/managing duties with the Club will be suitable to perform those duties.

All new members who wish to work with young persons will be asked to apply in writing and supply the names of two referees unrelated to them who can be contacted to supply a reference. One reference should be associated with the applicants place of work, the other, if possible, demonstrates the individual's previous involvement in sport. **See the Club's volunteering policy.**

## **2. ABUSE**

It is tempting to look upon cricket as a special place of safety and high ethical standards. Unfortunately, for a variety of reasons, not all adults conform to these standards in their relationships with young persons. "Child abuse" is the term used to describe ways in which young persons are harmed, usually by adults who they know and trust.

Any person may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young persons may be abused in a family or in an institutional or community setting by those known to them or more rarely, by a stranger. Young persons can be abused by adults or other young persons. There is growing evidence to suggest that peer abuse is an increasing concern for young persons.

There are four main forms of abuse, but an individual young person may suffer from more than one

Physical      Sexual      Neglect      Emotional

We should remember that a young person can abuse other young persons, by bullying, name-calling and so on, and that we should be diligent in eradicating this type of practice. We should also ensure that our own and others' language and behaviour does not discriminate against young persons from different genders or class, religious, race or ethnic backgrounds.

### **2.1 PHYSICAL ABUSE**

Physical abuse may involve hitting, shaking, throwing, poisoning, squeezing, biting, burning or scalding, drowning suffocating or otherwise causing physical harm to a young person. Physical harm may also be caused by when a parent or carer fabricates the symptoms of, or deliberately induces illness in a young person. Annex A includes some guidance on what to look for as regards the signs of physical abuse.

#### **2.1.1 PHYSICAL EFFECTS OF TRAINING AND PLAYING SPORT**

In cricket contexts, physical abuse also occurs if the nature and intensity of training disregards the capacity of the young person's immature or growing body or makes them predisposed to injury resulting from fatigue or over use. The use of drugs to enhance performance in any way should also be treated as abuse.

In many sports, including cricket, the more talented the player the more they are asked to train and play. To prevent injury and encourage safe practice, the number and duration of games and training sessions held each year should be limited. Suitable protective equipment must also be worn including a helmet while batting or wicket keeping. Fielding regulations must also be followed.

There are four main areas to be aware of when assessing injury risk to fast bowlers, over bowling, technique, physical preparation and equipment. Fielding regulations and over bowling are covered in the Club's **fast bowling and fielding policy.**

## **2.2 SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, including prostitution, whether or not the young person is aware of what is happening.

This type of abuse includes exposing a young person to pornographic videos, books and magazines or telling stories or jokes of a sexually explicit nature or online grooming. These activities may involve physical contact including penetration or non-penetrative acts.

The cricket coach is a significant person to a young person and should be aware of how easily/readily they exert influence. A young person may also become emotionally confused and misguided if adults they look up to breach their expectations. Close relationships should never be allowed to spill over into an improper relationship.

There are situations within all sports, including cricket, in which the potential for this form of abuse exists. Some individuals have deliberately targeted sports activities, in order to gain access to, and abuse, young persons.

There is evidence that individuals have sometimes ignored governing body codes of practice, and used physical contact within a coaching role to mask their inappropriate touching of young persons. Some persons have used sporting events as an opportunity to take inappropriate photographs or videos of sportspersons (including young persons) in vulnerable positions.

## **2.3 NEGLECT**

Neglect arises when an adult fails to meet the basic needs of a young person with regard to food, warmth, hygiene, clothing or medical care. Failure to provide proper supervision and care and attention also constitutes abuse.

Cricket often involves long periods of inactivity or waiting, or journeys away from home, at these times it is important that young persons are properly and fully supervised.

## **2.4 EMOTIONAL ABUSE**

Emotional abuse can involve a combination of the other types. It occurs especially where a young person is threatened, taunted, bullied, shouted at or berated or where effort or progress is ignored. It may be caused by a coach who shows favouritism to others, behaves inconsistently or who violates confidences. All of these things may undermine the self-confidence and self-esteem of the young person.

Be aware of cyber bullying and inappropriate use of face book. **See the Club Social Media Policy.**

Coaches should remember that the welfare of the young person is always more important than the result of a match.

## **2.5 BULLYING**

Bullying of any kind is not acceptable at the Club. If bullying does occur all young persons, young persons and vulnerable adults 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.

Everyone involved with Cricket, whatever their role, has a responsibility to work to stop bullying. **See the Club Anti-bullying Policy.**

## **2.6 COMMON INDICATORS OF ABUSE**

Important note.....When you read the list below, please remember that is not the responsibility of those working in cricket to decide that abuse is occurring, but it is their responsibility to act on any concerns.

All those in cricket who work with young persons need to be aware of indicators of abuse to ensure that the sport provides an effective safeguarding and protecting programme.

Indications that a young person may be being abused can include physical and/or behavioural signs which may include the following:

Injuries which are inconsistent with normal play or sports injuries, of an unusual type or in an unusual location on the body. See also Annex A.

Inconsistent or unreasonable explanations of injury by a young person, parent or carer

Inconsistent or inappropriate behaviour such as sexually suggestive remarks or actions, mood swings, uncharacteristic quietness/aggression, or severe tantrums

Social Isolation

Over or under-eating, weight gain or loss

Becomes increasingly dirty or unkempt

Self-inflicting injury

Open distrust of, or discomfort with a parent/carers or coach

Delayed social development, poor language or speech

Excessively nervous behaviour, such as rocking or twisting hair

Low self-esteem

Additional indicators, which may also signal sexual abuse, include:

Recurring abdominal pain

Reluctance to go home

Recurring headaches

Flinching when approached or touched

Some changes in behaviour can be caused by changes at home, for example bereavement. Parents/carers are strongly encouraged to inform the coaches or Club Welfare Officer of significant changes which may affect the behaviour of their young person.

## **2.7 HOW TO RESPOND TO INDICATORS OR DISCLOSURES OF YOUNG PERSON ABUSE**

Being a victim of child abuse can be devastating. For some young persons it can take years of counselling to recover and in some instances, the effects are life-long. The sooner action is taken to prevent further abuse the better.

The decision to react to allegations of or suspicions about abuse can be a very difficult one.

Remember- a cricket coach or volunteer or just a club member is not responsible for determining whether or not abuse has taken place but is responsible for protecting the young person. Referral to appropriate agencies is vital so that they can make inquiries and take the appropriate action. Reporting such matters should never be delayed. All information about your concerns must be made immediately and directly to the Club Welfare Officer or his/her Deputy who will take the appropriate action.

The Club's **Young Persons Welfare Concerns Policy** includes a flow chart to guide the user through the process.

The CWO is Rory Kerr (01476 561711, 07746 119185).

The Deputy CWO is Martin James (07801 583297).

The Chair is Peter James (07801 657495).

The Notts CCC County Welfare Officer is John Leafe (01159 471686, 07947 783545).

If they are not contactable advice can be sought from the other appropriate agencies. These include:

ECB Welfare Officer		0207 432 1100
Local Social Care (County)		0115 8546000
Nottingham Police	Child Abuse Investigation Unit	0115 948 2999 County 0115 967 0999 Rushcliffe In an emergency contact via 999
NSPCC		Free phone 24 Hour Help line 0808 800 5000 Txtph 0800 056 0566
NSPCC Asian Child Protection Helpline		0800 096 7719
NSPCC Child person protection in Sport Unit		0116 2347278
Child Line UK		0800 1111
Child Exploitation and On-Line Protection Centre		0870 000 3344
Area Child Protection Committee	Nottingham	0115 982 3823

**ALL INFORMATION WILL BE TREATED CONFIDENTIALLY**

### **3. GOOD PRACTICE IN THE CARE OF YOUNG PERSONS**

#### **3.1 ECB GUIDELINES ON SUPERVISING YOUNG PERSONS AT CRICKET SESSIONS**

It is important that clubs remember when planning cricket or general sessions for young persons that there must be sufficient adults present to adequately supervise all of the participants and manage any situation that may arise.

It is a basic requirement of all sessions and matches involving young persons that in all circumstances there will always be a minimum of two responsible adults present. Clubs must plan accordingly and coaches must feel confident in raising concerns if they find themselves placed in a position where they have been expected to work alone and unsupervised. In matches there must always be at least 2 adults present and responsible for the team.

### **Qualified Coach Ratios required for coaching sessions:**

Net coaching: 1 coach: 8 young persons

Group coaching: 1 coach: 24 young persons

Hard ball coaching: 1 coach: 16 young persons

These coaching ratios are different from young person supervision ratios which are required at all sessions regardless of where they are held or which activities the young persons are doing.

### **Supervision Ratios (minimum requirement)**

Aged 8 and under -1 adult: 8 young persons

Aged 9 and over -1 adult: 10 young persons

It is important to note that these ratios relate to adults and young persons i.e. those over 18 looking after those under 18. Young Leader and Coach Assistants under the age of 18 must not be used in this calculation.

As part of our responsibilities in supervising young persons it is important to ensure that players have regular access to drinks, and drink breaks at all sessions to avoid dehydration.

The specific needs of those with disabilities must be known by the coaches and managers/supervisors and every effort made to ensure their needs are met.

### **Facilities and venues used for young persons' cricket**

The Club must ensure that it has undertaken an adequate risk assessment of all its facilities and venues that it uses for club activities regardless of ownership of that venue or facility. This does not include away match facilities. Facilities hired from other organisations may have their own generic risk assessment available for consideration but the Club has the responsibility to check that the facility is fit for the purpose it is being hired for.

The risk assessment must be done annually.

## **3.2 RAISING CONCERNS**

The management committee of the Club will ensure that there is a well-established complaints procedure in operation and those parents, carers and young persons have the relevant information to allow easy access to this procedure. This is dealt with in the Club **Young person Welfare Concerns Policy** which includes flow charts of what steps to take.

## **3.3 OTHER GOOD PRACTICE**

It is possible to reduce situations in which there is potential for the abuse of young persons and help to protect staff/volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a sports context:

Always be publicly open when working with young persons. Avoid situations where a teacher/coach and an individual young person are working completely unobserved.

If any form of manual support is required, it should be provided openly and according to guidelines provided by the ECB Technical Department. Care is needed as it is difficult to maintain hand positions when the young person is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

Where possible, parents should take on responsibility for their young persons in the changing rooms. If groups have to be supervised in the changing rooms, always ensure that teachers/coaches work in pairs. Encourage an open environment (i.e. no secrets). See the Club's **changing room policy**.

Where there are mixed teams away from home, a male and female member of staff should always accompany them.

In line with Home Office guidelines, if you are in a position of trust and authority, not having sexual relations with young persons in your care.

Keep up to date. Everyone should also be aware that as a general rule, it does not make sense to:

Spend excessive amounts of time alone with young persons away from others.

Take young persons alone on car journeys, however short. See the Club **young person transport policy**.

Take young persons to your home where they will be alone with you. If cases arise where situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation or an adult with parental responsibility.

You should never:

Engage in rough, physical or sexually provocative games, including horseplay

Make a young person cry as a form of control

Share a room with a young person or shower with a young person

Allow or engage in any form of inappropriate touching

Allow young persons to use inappropriate language unchallenged

Make sexually suggestive comments to a young person, even in fun

Allow allegations made by a young person to go unchallenged, unrecorded or be ignored

Do things of a personal nature for young persons they can do for themselves

Invite or allow young persons to stay with you at your home unsupervised

It may sometimes be necessary for staff or volunteers to do things of a personal nature for young persons (vulnerable adults), particularly if they are young or have disabilities. The tasks should only be carried out with the full understanding and consent of adults with parental responsibilities and young persons (vulnerable adult) involved. There is a need to be responsive to a young person's (vulnerable adults) reactions – if a young person (vulnerable adult) is fully dependent upon you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing or where there is physical contact or lifting or assisting a young person (vulnerable adult) to carry out particular activities.

If you accidentally hurt a young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions or misunderstands or misinterprets something that you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.



### 3.4 LISTENING TO THE YOUNG PERSON (VULNERABLE ADULT)

The first responses to young person abuse are crucial, regardless of how knowledge of the abuse arises. Often a young person will be frightened, confused and feeling vulnerable. Listen carefully to the young person. He/she should be reassured in a calm manner that they are safe, and have done the right thing by telling.

#### Do:

Keep calm, reassure the young person whoever discloses

Listen carefully to any disclosures

Emphasise that claims are being taken seriously

Say that it will be necessary to involve someone else to ensure that abuse stops

Take accurate, factual notes (names, times, dates and places, details of any visible injuries and a description of the allegation)

Report to a designated person in your organisation OR to one of the organisations listed below

#### Don't:

Panic    Make judgements    Agree to keep secrets    Approach the alleged abuser

## 4. MISCELLANEOUS CONCERNS IN CARE OF YOUNG PERSONS AND YOUNG PERSONS

### 4.1 PHOTOGRAPHY AND THE USE OF VIDEO

Belvoir CC is keen to promote positive images of young persons playing cricket and is not banning the use of photographic or videoing equipment. However, there is evidence that some persons have used sporting events to take inappropriate photographs or film footage of Young Persons. All clubs should be vigilant about this possibility.

There may be other reasons why individuals may not wish their young person's photograph to be taken by someone they do not know personally, i.e. estranged parents looking to gain access to a young person.

It is advisable that the group adheres to the appropriate guidelines detailed in the **Club Photography and Video (Juniors) Policy**.

### 4.2 CHANGING ROOM POLICY

Belvoir CC like the vast majority of cricket club in this country cannot always provide separate changing and showering facilities for junior members when they are playing cricket. Similarly, there are few facilities for separate changing when mixed sex teams are fielded.

To this end the Club has a **changing rooms policy**. Everyone working with young persons needs to be aware of this Policy.

### 4.3 LOST YOUNG PERSON POLICY

Even though the ratio of juniors to adult supervisors guards against such an event, a young person may be found to be missing. Belvoir CC has a **Lost Child Policy**. Everyone working with young persons needs to be aware of this Policy.

#### **4.4 GUIDANCE ON JUNIORS PLAYING IN SENIOR CRICKET**

A junior's age group is defined by their age on 31 Aug in the year previous to the season being played. Thus if a junior was 18 on 1 Sept 2014 he will nevertheless be an Under-18, and still a junior, in the season of 2015.

All adult members in the club owe a duty of care not to place a junior at unreasonable risk.

In particular captains must not create a situation where the members of an opposing side feel that they cannot play cricket as they would normally against adult players.

The Club has a specific policy for **Juniors in Adult Matches**.

#### **4.5 ECB GUIDANCE ON GIRLS PLAYING IN BOYS AGE GROUP LEAGUES AND COMPETITIONS**

The ECB wishes to encourage the development of girl cricketers and is happy for them to participate in boys' cricket.

Team managers and coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied that they are competent to do so.

Suitable arrangements need to be in place, particularly relating to changing facilities and transportation arrangements.

In ECB competitions the age group requirements apply to all players regardless of their gender.

In local leagues and other competitions it is up to each League or competition to specify their age group requirements. If the girls are older than the specified age group are allowed to play then the League must specify a maximum age for the girl players and confirm how many girls can play in any team. The same regulations must apply to all the clubs in that League or competition.

For the sake of clarity boys cannot play in Girls Leagues or competitions unless explicit provision is included in the rules of that League or competition.

Boys cannot play in the ECB girls' competition.

## THE SIGNS OF PHYSICAL ABUSE

### 1. COMMON SITES FOR NON-ACCIDENTAL INJURY

More likely to be on the body, (shoulders, back, abdomen, chest) or the upper and inner aspect of the arms or legs. There may be facial bruising/injury to the cheeks, ears, around the eyes, mouth, or skull. Bruising on the body, back, chest, abdomen is rare in accidental injury.

**Bruises likely to be:** frequent, patterned (e.g. finger and thumb mark), old and new in the same place.

**Burns and scalds likely to have:** clear outline, splash marks around burn area, unusual position (e.g. back of hand), indicative shapes (e.g. cigarette burns).

**Injuries suspicious if:** bite marks, fingernail marks, large and deep scratches, incisions (e.g. razor blades).

**Sexual abuse may result in:** unexplained soreness, bleeding or injury in genital or anal area, sexually transmitted diseases.

### 2. COMMON SITES FOR ACCIDENTAL INJURY

More likely to be bony prominences (eg knees, elbows, hip) or the shins. If on the face, may be forehead, nose, chin (common sites if a young person comes off a bike head first).

**Bruises likely to be:** few but scattered, no pattern, same colour and age.

**Bruises and scalds likely to be:** treated, easily explained, and may be confused with other conditions (e.g. impetigo, nappy rash).

**Injuries likely to be:** minor or superficial, treated and easily explained.