

- 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 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 will be consulted
- 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 and will advise on action to be taken.



FIRWOOD BOOTLE CRICKET CLUB

Safeguarding Policies and Procedures

Updated September 2019

Firwood Bootle Cricket 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. This document has been compiled in line with the ECB's 'Safe Hands' Guidance

Club Welfare Officer: Jackie Westhead 07951 029988



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FIRWOOD BOOTLE CRICKET CLUB

SAFEGUARDING POLICY STATEMENT

Firwood Bootle Cricket 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 future versions of this.
- Appointing a Club Welfare Officer and ensuring they attend all current and future train 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 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 child abuse/neglect, and/or about poor practice to the club welfare officer).
- Details of the County Welfare Officer will be made available, or the concern relates 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 authorities, such as the Local Authority Designated Officer (LADO) as specified within ECB child safeguarding procedures.

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 Firwood Bootle Cricket 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) including 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.

Objectives of this policy

- All adults and children at Firwood Bootle Cricket 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 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 •

Children playing in Adult Matches

Firwood Bootle Cricket Club recognises the need to ensure the welfare and safety of all young people in sport and has adopted the ECB guidelines on “Junior Cricketers playing in Adult Matches”. Firwood Bootle Cricket Club acknowledges that they have a duty of care towards all young players who represent the club and this is interpreted in the following two ways:

1: We will not place a young player in a position that involves an unreasonable risk to that young player, taking into account the circumstances of the match and relative skills of the player.

2: 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. In accordance with ECB guidelines covering the participation of young cricketers in adult matches, Firwood Bootle Cricket Club has adopted the following regulations:

- All young players who have not reached their 18th Birthday must wear a helmet with a face-guard when batting and when standing up to the stumps when keeping wicket. There will be no exceptions to this rule even if a parent /guardian offers to confirm their agreement in writing.
- The ECB fielding and fast bowling regulations will be adhered to and we will take all reasonable steps to make sure that the umpires and captains enforce these regulations. (The umpires are empowered by these fielding regulations to stop any game immediately if a young player comes within the restricted distance).
- We will take all reasonable steps to ensure that the umpires and captains are 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 the player is not a fast bowler. This requirement will also cover any young player taking the field as a substitute fielder.
- We will take all reasonable steps to ensure that the players are placed in a cricketing environment that is supportive at all times for all forms of effort, gives encouragement and praise and ensures that the players safety, personal development needs and overall cricket experience are considered.

Under 13 School Year 8 age group

Only those junior players in the above age group, who are exceptional talented players, will be selected to play in adult matches. Approval for those players will be given by the Head Coach and Club Chairman

It is a requirement of Firwood Bootle Cricket Club that a parent, guardian or other identified responsible adult must be present whenever a junior player in the above age groups plays in adult matches. This could include the captain or other identified adult player taking responsibility for the junior player. However, the explicit consent of the Captain or other identified adult player must be obtained prior to selection of the junior player in the match. Therefore, if a junior player is selected for an adult game and a parent, guardian or other identified responsible adult cannot be present, then this may mean that the junior player may not be selected for that match. Please refer to other club policies posted on the website e.g. in relation to transportation, changing and showering which must be adhered to.

Reporting a Safeguarding Concern

Firwood Bootle Cricket Club is firmly committed to providing an environment that is safe and welcoming for children (under18) to enjoy the game.

Creating a culture where their views are asked for, as well as being able to offer their own opinions, helps develop an environment where children feel able to share concerns and everyone can challenge poor practice or behaviour.

If you have any concerns about a child or the behaviour of an adult you should share these immediately:

Club Welfare Officer: Jackie Westhead (07951 029988)

Email: jacks24@hotmail.co.uk

Club Chairman: Dick Carr (07963 147012)

Email: dbtm@blueyonder.co.uk

County Welfare Officer: Mike Buckley (07710 421231)

Email: mbuckley@lancashirecricket.co.uk

The ECB also encourage anyone with concerns to contact them. You can do this by calling 020 7432 1200 and asking for a member of the safeguarding team or by emailing:

safeguarding@ecb.co.uk Alternatively, please contact the NSPCC

If a child is at immediate risk do not hesitate to call the police or local services.

FIRWOOD BOOTLE CRICKET CLUB

Code of Conduct for Cricket Club Members and Guests

All Members and Guests of this Cricket Club will:

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Promote the positive aspects of cricket, for example fair play
- Encourage all participants to learn the Laws and rules and play within them, always respecting the decisions of match officials.
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results.
- Place the well-being and safety of children above the development of performance.
- Ensure activities are appropriate for the age, maturity, experience and ability of the individual
- Respect children's opinions when making decisions about participation in cricket
- Not smoke or drink while working with children in the club
- Not use banned substance anywhere on the premises. Inside the Club or Outside.
- Not provide children with alcohol when they are under the care of the club
- Follow ECB guidelines set out in "Safe Hands —Cricket's Policy for Safeguarding Children" and any other guidelines issued
- Report any concerns in relation to a child, following reporting procedures laid down by the ECB

* Members and guests include all members and officers of the cricket club and all guests of those members and officers, as well as all individuals who/watch/attend/participate/officiate in matches hosted by the club in whatever capacity.

Photography and Filming Policy

The Firwood Bootle Cricket Club is keen to promote positive images of children playing cricket and therefore does not wish to prevent the use of photographic or videoing equipment.

Firwood Bootle Cricket Club wishes to ensure photography and video footage taken within cricket is done so appropriately. Parents and carers are welcome to take pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life however, in order to respect the privacy of other families, and for safeguarding reasons Firwood Bootle Cricket Club has adopted the following policy:

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. Permission can be granted by the coach based on parental consents provided during the annual registration process.
- 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 Before using images of children (for example on the web, in the media or in league handbooks), including broadcast on social media platforms:
- Permission should be obtained from parents to use the child's image and, wherever possible, show the image to the parents and child in advance. The use of a child's name alongside their picture is to be avoided.
- Children should be wearing appropriate kit / clothing to reduce the risk of inappropriate use, and to provide positive images of the children
- The use of inappropriate images of children should be reported to the Club Welfare Officer
- **Using video as a coaching aid:**
- A coach must inform the child (and parent if possible) that video recordings will be made during a particular coaching session or match.
- Any video material taken as a coaching aid must be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.
- The coach must not, under any circumstances, distribute video or upload onto other personal devices / social media platforms

Policy on Welcoming and Safeguarding Children with Disability

Firwood Bootle Cricket Club is committed to ensuring cricket is open, and accessible, to all members of the community and they are supported to achieve their potential in any capacity whether as a player, employee, volunteer, coach or official. This principle applies regardless of, age, race, disability, ability, gender, religion or belief, sexual orientation or background.

- In the first instance, the club should discuss the child's needs and abilities with the child and his or her parents/carers. For many children with a disability, parents and carers will be able to offer practical advice on adaptations or arrangements that can be made to enable their child to participate.
- It is good practice to agree a support plan with the parents and the child, and to review this regularly. The club welfare officer should be involved in this process. It may be necessary or useful to involve the child and the parent/carer in the plan itself, if this will help meet the child's needs and allow them to participate.
- Remember, many children may have hidden disabilities (or special needs) - such as an autistic spectrum disorder, or deafness or another condition that is not obvious. It is important during the registration process and/or welcome meeting to offer the opportunity for parents to meet someone in private to discuss their child, if they would like to do so. This forms part of our 'Welcoming' approach for all children including those with disabilities.
- Children with disabilities have particular vulnerability to abuse and neglect — club personnel should be aware of these, see:

[Wwww.thecspu.org.uk/resource-library/2013/safeguarding-deaf-and-disabled-children-and-young-people](http://www.thecspu.org.uk/resource-library/2013/safeguarding-deaf-and-disabled-children-and-young-people)

Social Media, Text and Email Policy

- Club Members and officials should always work in an open environment (i.e. avoid private, or unobserved, situations and encourage an open environment). This includes the online world — club officers and volunteers are actively discouraged from online or other electronic communication with children — any such communication should be via parents. It must be remembered that a child is anyone under 18.
- Child club members should not use digital communication to make contact with adult club members, captains and/or coaches. This should be done by their parents.
- Children should not be part of club social media forums unless written parental consent is obtained.
- Adult club members are reminded of the importance of not posting any images or text that could be deemed inappropriate or offensive.

FIRWOOD BOOTLE CRICKET CLUB Code of Conduct for Cricket Club Officers and Volunteers

In addition to the above all club officers and appointed volunteers will:

- Have been appropriately vetted, if required
- Hold relevant qualifications and be covered by appropriate insurance
- Always work in an open environment (i.e. avoid private or unobserved, situations and encourage an open environment) NB this includes the online world — club officers and volunteers are actively discouraged from online or other electronic communication with children — any such communication should be via parents
- Inform players and parents of the requirements of cricket
- Know and understand the ECB's "Safe Hands — Policy for Safeguarding Children"
- Develop an appropriate working relationship with young players, based on mutual trust and respect
- Ensure physical contact is appropriate and necessary and is carried out within recommended guidelines with the young players full consent and approval
- Not engage in any form of sexually related contact with a young player. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines. These recommend "people in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care"
- Attend appropriate training to keep up to date with their role, especially with respect to the safeguarding of children

Changing and Showering Policy

- Adults must not change or shower, at the same time using the same facility as children (under 18).
- Adults should change at separate times to children during matches. Good practice is for door signage to reflect adult or junior changing.
- Adults will need to ensure that changing rooms are being used sensibly and safely and may need to supervise. Where this occurs it is recommended that two adults are present.
- For training/matches at home, the umpires changing room should be available (apart from 1st XI League Games) for adults/juniors to change in depending on who is in the minority.
- For away fixtures it should be quickly enquired and communicated whether there is a separate changing facility available.
- If adults and children need to share a changing facility, the club must have consent from parents and their child(ren) can share a changing room with adults in the club

- If children play for open aged teams, they and their parents, must be informed of the club's policy on changing arrangements.
- Mixed gender teams must have access to separate male and female changing rooms.
- 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. It is suggested instead that they may change and shower at home.

Managing Children away from Club and Transportation Policy

In order to ensure the safety and welfare of children, Firwood Bootle Cricket Club has adopted the following policy in relation to transportation of children to and from matches and training sessions.

- Unless otherwise notified and agreed between parents/carers and the provider of transport, parents/carers are always responsible for the safe delivery and collection of their child to and from matches and or training.
- The location of matches / competitions will be notified in advance by team managers thus providing parents/carers with an opportunity to make appropriate arrangements to deliver and collect their child at the appropriate time.
- It is not the responsibility of the club, coaches or match managers to arrange transport.
- The club and any coaches, team managers and admin assistants acting on its behalf will have no responsibility for private transportation arrangements organised by parents/carers with other members of the club, friends or family members. Any such arrangements entered into by coaches, team managers, admin assistants, adult players etc. are purely private arrangements for which the club takes no responsibility.
- As the club cannot guarantee the availability of first aid facilities when attending away fixtures and to ensure that there is transport available should a fixture be terminated early (e.g. due to weather), parents / carers are requested to remain in attendance throughout. Should this not be possible, they should arrange for another parent / carer to take responsibility. Match Managers, umpires and scorers should not be asked to be responsible for children if parents / carers are unable to remain in attendance as they will be fully occupied in running the fixture.
- Should a child be travelling home with another child/parent/carer after a match or training, this must be notified to the coach / match manager in advance.
- Parents / carers are advised that when making private arrangements for the transport of children, it is their responsibility to make appropriate checks in respect of insurance, licensing documentation and road worthiness of the vehicle. Parents / carers should also be satisfied that the driver is licensed and medically fit to drive.
- Should a parent / carer be late delivering or collecting their child, it is their responsibility to make contact with the coach or match manager as soon as possible in order to agree a mutually acceptable solution. In the absence of contact from parents / carers, the coach or match manager will make attempts to contact the parents / carers using the contact details that were provided during the registration process (it is the responsibility of the parents / carers to notify the club of any changes to contact details during the season).

Managing Children away from Club and Transportation Policy

- If all alternatives have been exhausted and an adult has to transport a child at the end of a fixture, and in the absence of communication with the parent / carer, the default will be to take them to Firwood Bootle Cricket Club. To minimise risk to both the adult and child, the following procedures should be adhered to: - the driver should hold a current ECB DBS (Enhanced) check, be medically fit to drive and be in possession of a properly licensed, insured and maintained vehicle. - the child's parents / carers must be informed of the arrangements as soon as possible (ideally by e-mail / text message in addition to voice communication). - a person other than the planned driver should talk to the child about the proposed transport arrangements to ensure that the child is comfortable with the plans. - the driver should attempt to have more than one child in the car - at all times the driver should aim not to be alone in a vehicle with a child (other than their own) - seat belts must be worn in accordance with current legislation.

Missing Child Policy

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned.
- 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. Remember the child may contact the parents directly so this action is very important.
- 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.
- Send searchers immediately to any exits to the venue to ensure the child has not left, and to any obvious danger spots such as nearby lakes or rivers.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds and if at Wadham Road, the park.
- Request all those searching to report back to a nominated adult at a specific point.
- This nominated person should remain at this reference point and make a note of events including a detailed 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 last seen. All this will be required by the police. If the search is unsuccessful.
- 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. If the police recommend further action before they get involved, follow their guidance. If the police act upon the concern, always be guided by them in any further actions to take.
- At any stage when the child is located, ensure you inform all adults involved including parents, searchers and the police if by then they are involved.
- 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 then notify the ECB Safeguarding team.