



Safeguarding Policy Statement

Warwickshire County 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 any future versions of this
- Appointing a WCCC Welfare Officer 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 WCCC 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 WCCC 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



Reporting Procedure & Whistle Blowing

Warwickshire County Cricket Club is committed to maintaining a culture where it is safe, and acceptable, for all those involved in cricket to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in the sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult, it is particularly important where the welfare of children may be at risk.

The ECB and Warwickshire County Cricket Club assures all involved in cricket that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

Reasons for whistle blowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

What happens next?

- You should be given information on the nature and progress of any enquiries
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- Your Club Welfare Officer, County Welfare Officer and the ECB have a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

Warwickshire County Cricket Club Reporting Procedure

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:

- Name address and telephone number
- Names of individuals involved
- The manner of the alleged incident(s) or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the nature of the allegation
- You should not attempt to deal with any allegation or suspicion yourself, rather inform your County Welfare Officer or the ECB Safeguarding Team.

Specifically do not:

- Inform the person about whom the concern was raised
- Inform any other members, participants or employees
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

Also do not assume:

- “All is well, otherwise it would have been spotted earlier”
- “It doesn’t matter” or “no harm will arise”
- “Ignore it as it is not my responsibility”
- “Someone else must have reported it already”

Who do I tell?

The first person you should report your suspicion or allegation to is the County Welfare Officer. If you cannot, or do not wish to, report the information to the County Welfare Officer, then please contact the ECB Safeguarding Team by email on safeguarding@ecb.co.uk or telephone 020 7432 1200.

Warwickshire County Cricket Club – Safeguarding Officer

THOMAS CUNNINGHAM-SMITH

Telephone: 07786 484940

Email: safeguarding@edgbaston.com

Alternatively you can also contact Public Concern at Work on 020 7404 6609 or whistle@pcaw.org.uk

Feedback

The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and conclusion of investigations, although they may not be informed of the detail unless they would need this information in order to safeguard children.

Useful Safeguarding Contacts

National Contacts for Safeguarding		
NSPCC Freephone 24 hour Helpline	National Centre Weston House 42 Curtain Road London EC2A 3NH www.nspcc.org.uk	T 0808 800 5000
NSPCC Asian Child Protection Helpline		T 0800 096 7719
Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester L4 1EZ www.thecpsu.org.uk	T 0116 2347278 E cpsu@nspcc.org.uk
Childline UK	Freepost 1111 London N1 OBR www.childline.org.uk	T 0800 1111
Child Exploitation and Online Protection Centre (CEOP)	33 Vauxhall Bridge Road, London SW1V 2WG www.ceop.gov.uk	T 0870 000 3344

Warwickshire County Cricket Club



Anti-Bullying Policy & Procedure

Warwickshire County Cricket Club 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 organisation. 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 organisations have a responsibility to respond promptly, and effectively, to issues of bullying.

Objectives of this policy

- All adults and children at Warwickshire 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 an organisation, 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
- 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 WCCC County Welfare Officer below
- 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.

Warwickshire County Cricket Club – Safeguarding Officer

THOMAS CUNNINGHAM-SMITH

Telephone: 07786 484940

Email: safeguarding@edgbaston.com



Guidance on Changing Rooms and Showering

Public changing and showering occurs in our sport and most sports. This will depend upon facilities available, access to those facilities and the number of children involved. The following provides a framework of best practice and guidance for a Changing Policy to be developed within this organisation.

These guidelines apply to adults, and children, sharing changing facilities.

- Adults must not change, or shower, at the same time using the same facility as children
- Adults should try to change at separate times to children during matches, for example when children are padding up
- If adults and children need to share a changing facility, the club must have consent from parents that their child(ren) can share a changing room with adults in the club
- Mixed gender teams must have access to separate male and female changing rooms
- Mobile phones must not be used in changing rooms whilst others are changing

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.



Policy on the use of Filming & Photography

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.

For winter and summer county programmes, the parent / guardian / player are given the opportunity to opt out of any photography or filming via consent form instruction.

If no consent has been given for a child on the player consent form, 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 County Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern.

Use of images of children (for example on the website, in the media or in handbooks / publications)

- WCCC will 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 WCCC.
- 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 WCCC.
- 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 (training or competition), 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 Welfare Officer.

Using video as a coaching aid

There is no intention on the part of Warwickshire CCC to prevent 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 before the winter or summer programmes commence.

Warwickshire County Cricket Club



Policy for Transport to and from Matches

For nearly all fixtures and training opportunities, parents / carers / players are informed that it is their own responsibility to arrange transport to and from Warwickshire CCC commitments.

On the rare occasion when transportation is necessary by someone other than a parent or guardian, WCCC will ask for specific permission for that trip from parents and guardians for those participants under 18.

Prior to the summer season, information is distributed relating to all planned away fixtures or competitions via parents/carers with an opportunity to make appropriate arrangements. This is via the players and parents handbooks, as well as published fixture dates in the annual fixture booklet and via online sources, such as CricHQ and play-cricket.com.

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

Warwickshire staff and appointed managers will establish with parents/carers "pick up and drop off" information which specifically addresses matters such as late collection of children. It is the responsibility of both parties to ensure that contact details are kept well up to date in the event of late arrivals, pick-ups, emergency scenarios, etc.

Warwickshire County Cricket Club



Guidelines and Protocol with regards to young players staying away from home **This is with reference to tours, festivals or multi-day matches**

Warwickshire County Cricket Club's youth teams take part in several tours, festivals and multi-day matches every year (home and abroad), and the following is offered providing guidance for Team Managers, Coaching Staff and Parents with regards to young players staying away from home from one night or more.

WCCC will appoint a Head Coach and Team (tour) Manager, with the Head Coach and any assistants taking responsibility for training and competition management of the team and the Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones. All members of staff need to have a clear knowledge of their role and responsibility for the team

A Manager will be appointed for each 'trip away' with clear roles and responsibilities including:

- Establish and communicate the following information to parent(s):
 - Why the trip is planned and what is its reason or purpose
 - When the trip will take place – date, time of departure and estimated time of return
 - Where the trip is to, including the destination and venue
 - Where the meeting points will be, at home and at the away venue
 - Staffing arrangements, including the name and contact details of the Manager responsible for the trip
 - Kit and equipment requirements
 - Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
 - Name and contact number of the person acting as the 'Club Home Contact'
 - Arrangements for food and drink
 - Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part

WCCC will ensure there is a 'Home Contact'

This will be a member of the organisation (likely to be the Elite Cricket Development Manager or member of the WCCC SMT) who is not travelling away, and who will act as a contact point in an emergency. WCCC will ensure the Club Home Contact is provided with the following information to enable them to fulfil their role should they need to:

- Names of players and staff on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff which can be used while the staff are on the trip
- Telephone numbers for the local police at home and away

Detailed trip planning will take place by the Manager in conjunction with the Elite Cricket Development Manager in order to:

- Identify suitable venues and facilities for both the cricket and accommodation
- If possible, ensure a visit to the tour facilities and venues is made before the trip, to enable an effective risk assessment to take place. (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip).
- Conduct a risk assessment
- Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip
- Children must not be placed in situations which expose them to an unacceptable level of risk
- Analyse insurance cover required
- Clubs are advised to check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children

Staff at the chosen accommodation must be contacted in advance to:

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities
- Confirm that:
 - Players will not share a bed
 - Male and female players will not share a room
 - Staff do not share a room with players
 - Players of vastly differing ages do not share a room
- 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)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together
- Discuss the club's code of conduct and discipline policy
- Ensure all dietary requirements are catered for

Either detailed information (via post or email) or a meeting will be arranged with the parents and players to provide details of the trip. The following information will be communicated to parents in writing:

- An itinerary giving as much detail as possible
- The duration of the trip
- Details of accommodation with address and contact number
- Names of all cricket staff

- Codes of conduct for staff and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures
- Details of insurance
- Date for paying deposit and further payments
- Details of transportation

The following written and signed information from parents/guardians/ carers must be obtained

- Signed consent form accepting the code of conduct and detailing:
 - Any specific medical information such as allergies and current medication
 - Special dietary requirements
 - Consent for emergency medical treatment
 - Agreement to pay the fee
 - Confirmation that contact details have not changed

Players are prepared for the journey and trip / tour

- The Manager and coaching team should meet with players prior to the trip or immediately prior to leaving to agree the following. These standards and information should be reinforced for the duration of the trip / tour:
 - Expectation of the players
 - Clothing list
 - Codes of conduct/behaviour – this should be signed by all young players with their parents' permission
 - Their responsibility for their own property
 - Staff roles and responsibilities
 - Emergency procedures
 - Support if they become homesick, are unhappy, or need to speak to someone in confidence

The following guidance and protocols are followed as needed during the trip / tour:

Concerning the general safeguarding of players:

- The Manager must ensure players are safe throughout the tour
- Players must know the whereabouts of staff at all times, including which rooms staff are in and how to contact them if required
- Staff must know they have a common law duty of care to act as a prudent parent would
- Concerning the medical welfare of players:
 - Medical details and relevant information must be carried by a member of staff
 - Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
 - Staff should have access to calling the emergency services and the minimum first aid provision
 - A first aid kit should be carried
 - Staff must act in an emergency and take lifesaving action in extreme situations

If an emergency occurs, the Team Manager must:

- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the team are safe and supervised
- Ensure all members of the party are aware of the situation and follow emergency procedures
- Ensure a member of staff accompanies any casualties to hospital
- Notify the police if necessary
- Complete an incident reporting form

- Ensure no one in the group speaks to the media. All media enquiries should be managed through the WCCC and ECB Media / Communications Team.
- Contact the WCCC Home Contact, who will:
- Contact parents and keep them informed
- Liaise with club staff, and if necessary, the ECB
- Liaise with the media contact if applicable
- Report the incident to insurers



Guidelines regarding a Missing Child

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way. Hopefully no child will ever go missing from your team/event. If they do, please remember most children are found within a few minutes of their disappearance.

The ECB Missing Children Guidelines

If a child, for whom your club has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- 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. 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
- 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 potential 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
- 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 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
- 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 the 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 WCCC Welfare Officer, who must then notify the ECB Safeguarding Team



Guidelines for Staff, Players and Parents with regards to the use of Social Media and Electronic Communication

As an organisation, like any other, WCCC relies upon the use of electronic communication to inform all parties of news and upcoming events, fixtures, dates, etc. WCCC uses most popular social media channels to inform followers and supporters of the same. All electronic communication involves a degree of interaction and right to respond; those staff and players (including parents of under 18's) who represent Warwickshire CCC at ALL levels must understand the responsibility and know that a code of conduct applies ONLINE as well as IN PERSON.

Here follows policy regarding the use of social media and email.

Texts and emails: contacting Under 18 players

(The Children Act defines a person under 18 years as a child)

WCCC will make direct contact with under 18s via their parents or carers; this includes text and email messages.

It is understood that in the case of over 16's this may not be ideal for WCCC or 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 from that appear inappropriate they should be brought to the attention of the parent or carer.

WCCC (or its staff) will not engage in individual text or email (or chat) conversations with a 16 or 17 year old without their parent receiving the same messages from the staff member.

All contact with children should be in relation to coaching, matches and cricket-related activity.

Social Media: Do's and Don'ts

Coaches / Managers / Staff Members - WILL

- Have separate social media accounts for cricket 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 / Staff Members – WILL NOT

- Send text messages to U18's – make arrangements via their parents.
- Send private messages to children and young people via social media.
- Invite or accept children and young people in their charge to become "friends".
- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

ALL ADULTS

Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms. Best practice is to check all privacy settings on any accounts.

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:

Warwickshire County Cricket Club – Safeguarding Officer

THOMAS CUNNINGHAM-SMITH

Telephone: 07786 484940

Email: safeguarding@edgbaston.com

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 at risk of harm, inform the police immediately.