



OLD WILSONIANS' CRICKET CLUB

SAFEGUARDING POLICY

This booklet contains the various policies which together constitute the overall Safeguarding Policy for Old Wilsonians' Cricket Club (OWCC)

Contents

OWCC Welfare of Young People in Cricket Policy	page 2
OWCC Child Protection Policy	page 4
OWCC Anti-Bullying Policy	page 5
OWCC Changing Room and Showering Facilities Policy	page 7
OWCC Code of Conduct / Set of rules for Young People	page 8
OWCC Code of Conduct for Cricket Club Members & Guests	page 9
OWCC Health and Safety Policy Statement	page 11
OWCC Colts Playing in Adult Cricket	page 12
OWCC Colts Playing above their Age Group in Colts Cricket and North Kent Junior League	page 13

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<http://www.kentcricketboard.co.uk/clubmark-2011/>

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Old Wilsonians' Cricket Club

Welfare of Young People in Cricket Policy



Introduction

It is important that all Club members working with Young People (potentially all of us) behave in an appropriate manner, operating within an accepted ethical framework. This will protect both the Young People and the Adults within Cricket and our Club.

The following provides guidelines on acceptable and unacceptable behaviour when working with Young People. The guidelines are relevant to all Adults (Coaches, Umpires, Team Managers, Volunteers and Parents) working with young People.

Principles of Good Practice

- Ensure that Cricket is fun, enjoyable and fair play is promoted
- Treat all Young People equally, with respect and dignity
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of Young People
- Always put the welfare of each Young Person first, before winning or achieving goals
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment, e.g. no secrets)
- Build a balanced relationship based on mutual trust, which empowers Young People to share in the decision – making process.
- ECB adopts Home Office guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16-17 year olds or vulnerable adults in their care.
- Recognise the development needs and capacity of Young People, avoiding excessive training or competition and not pushing them against their will
- Give enthusiastic and constructive feedback, rather than negative criticism
- Ensure any information on a player is to hand, in case of emergency
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Ensure that if any form of manual/physical contact is required, it should be provided openly and according to guidelines provided by the ECB
- Keep up to date with the technical skills, qualifications and insurance in Cricket. If you are a coach, maintain your membership of the ECB Coaches Association and your Coach Licence, to ensure you are insured and up to date
- If groups have to be supervised in the changing rooms, always ensure Parents/Coaches/Officials work in pairs
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of Staff
- Ensure that at tournaments or away/overnight fixtures, Adults do not enter Young People's rooms without following appropriate guidelines, or invite Young People into their rooms
- It is the policy of Old Wilsonians' Cricket Club NOT to transport Young People to away fixtures. This responsibility will rely upon the parents/carers

Poor Practice

The following practice will place Young People and those working with them in a vulnerable position and is deemed to be poor practice. If poor practice is identified through a complaint or referral, this may result in an investigation by the ECB and disciplinary action in terms of the ECB Complaints and Discipline Procedure.

All individuals working with Young People should avoid the following practice.
You should NEVER:

- Spend time alone with Young People away from others
- Take Young People to your home where they will be alone with you.
- Transport Young People in your car alone
- Transport Young People if you are an unregistered driver
- Engage in rough, physical or sexually provocative games
- Share a room with a Young Person
- Allow or engage in any form of inappropriate touching or physical abuse
- Allow Young People to use inappropriate language unchallenged
- Make sexually suggestive comments to a Young Person, even in fun
- Reduce a Young Person to tears as a form of control
- Allow allegations made by a Young Person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for Young People that they can do for themselves

If any of the above, or the following incidents occur or are observed, you must report them to the Club Welfare Officer and make a written note of the event using the ECB Welfare Incident Form and inform Parents wherever possible if:

- You accidentally hurt a Young Cricketer
- A Young Person seems distressed in any manner
- A Young Person appears to be sexually aroused by your actions
- A Young Person misunderstands or misinterprets something you have done

Old Wilsonians' Cricket Club

Child Protection Policy



Our policy applies to all staff, and volunteers working regularly (which shall mean at least weekly contact) with children in the OWCC and or the OWCC Colts Clubs ("The Clubs"). There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting any child who has been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn to play cricket and develop their ability.

The Clubs therefore:-

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in OWCC whom they can approach if they are worried.
- Assist children to develop the skills they need to recognise and stay safe from abuse.

The Clubs also:-

- Ensure there is a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Develop effective links with relevant agencies and co-operate when and as may be required with their enquiries regarding child protection matters including attendance at case conferences if necessary.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and separate from the main Colt record file and in a locked location.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.

Old Wilsonians' Cricket Club

Anti-Bullying Policy



Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our children so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell and know 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 use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional: being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)

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

Racist: racial taunts, graffiti, 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, teasing

Cyber: All areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving.

Cricket Clubs have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

All 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 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 that 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 these possible signs and that they should 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 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, if 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.

Procedures

1. Report bullying incidents to the Club Welfare Officer
2. In cases of serious 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 come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. 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.

Prevention

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate. These may include:

- writing a set of club rules
- signing a behaviour contract
- having discussions about bullying and why it matters

Old Wilsonians' Cricket Club

Changing Room and Showering Facilities Policy



This Changing Room Policy applies to Adults and Young People (under the age of 18) sharing changing and showering facilities at Old Wilsonians' Cricket Club.

The principles adopted by the Club are as follows:

- 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 i.e. when padding up.
- If Adults and children need to share a changing facility, the Club must have consent from the Parents that their child(ren) can share a changing room with Adults in the club.
- If children play for Adult Teams, they and their Parents must be informed of the Club's policy on changing arrangements.
- For matches played at the Clubhouse, at Hayes, the changing facilities in the loft are always available as a separate male changing room.
The Ladies Changing Room is always available to Girl/Lady cricketers.
- Mobile phones must not be used in 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.

Old Wilsonians' Cricket Club

Code of Conduct / Set of rules for Young People



Old Wilsonians' Cricket Club is fully committed to safeguarding and promoting the wellbeing of all its members.

Old Wilsonians' Cricket Club believes that it is important that members, coaches, administrators and parents/carers or guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Margo Lawrence (Colts Chairperson) or Jane Kempthorn (Welfare Officer).

As a member of Old Wilsonians' Cricket Club you are expected to abide by the following junior code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- All members must use correct and proper language at all times.
- All members will be expected to play within the spirit of the game as well as within the laws of cricket.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear OWCC kit for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- **Members under 18 years are not allowed to smoke on club premises or whilst representing the club at competitions.**
- **Members under 18 years are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.**

Failure to abide by the rules will result in disciplinary action.

Old Wilsonians' Cricket Club

Code of Conduct for Cricket Club Members and Guests



All Members and Guests* of Old Wilsonians' Cricket Club will:

- Respect the rights, dignity and worth of every person within the context of Cricket.
- Treat everyone equally 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 and use correct and proper language at all times.
- Promote the positive aspects of Cricket e.g. fair play.
- Encourage all participants to learn the Laws and rules and play within them, 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 Young People above the development of performance.
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual.
- Respect Young People's opinions when making decisions about their participation in Cricket.
- **Not smoke, drink or use banned substances whilst actively working with Young People in the Club.**

The boundaries for "actively working" are from the commencement of the coaching session or cricket match to when it is completed and does not extend to the changing rooms or club house area.

- **Not provide under 18 year olds with alcohol when they are under the care of the Club.**
- Follow ECB guidelines set out in the "Safe Hands – Cricket's Policy for Safeguarding Children" and any other relevant guidelines issued.
- Report any concerns in relation to a Young Person, following reporting procedures laid down by the ECB.

- In addition to the above, all Club Officers and Appointed Volunteers will:
 - Have been appropriately vetted if required, before taking on their role
 - 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).
 - Inform Players and Parents of the requirements of Cricket.
 - Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children'.
 - Develop an appropriate working relationship with Young Players, based on mutual trust and respect.
 - Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the Young Player's full consent and approval.
 - Not engage in any form of sexual 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 which recommend the principle – "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 and especially with respect to the safeguarding of Young people.

* 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

Old Wilsonians' Cricket Club
Health & Safety Policy Statement



The Club accepts responsibility within the Health and safety at Work Act 1974 and the Management and Safety at Work Regulations 1992 and as amended by subsequent legislation; the safety, health and well being of staff during working hours and at other times when they are employed on the club's business.

The club recognises its responsibilities with regard to fire and safety precautions and the provision of first aid facilities.

The club's formal policy, together with legislation, imposes on staff a duty to take all reasonable care for their own safety and the safety of other staff and visitors. It is the responsibility of the staff to bring to the attention of the managers anything that they consider to be a hazard to health and safety.

FIRE PRECAUTIONS

If you hear the fire alarm or hear somebody shouting Fire, please leave the pavilion IMMEDIATELY by the nearest exit / fire exit. These are clearly indicated. Please congregate in the netball court area, at the far end of the tennis courts, until such time as the pavilion has been declared safe. Do not re-enter the building. DO NOT STOP TO COLLECT PROPERTY.

SMOKING

Smoking is not permitted in any part of the pavilion or changing rooms.

ACCIDENT AND SAFETY PROCEDURES

The club has first aid facilities located in the kitchen and with the coaches at away matches.

EQUIPMENT AND FACILITY CHECKLISTS

A regular assessment of equipment within the clubhouse and of the clubhouse building itself is carried out by the Pavilion Manager. Additionally, regular risk assessments are undertaken on cricket equipment including the cricket cage and helmets.

TRANSPORT TO MATCHES AND PRACTICE SESSIONS

The Club's policy is that parents or other responsible adults are responsible for transporting players to and from all matches / practice sessions and therefore the Club will not be registering Private Vehicles for the transportation of individuals in connection with any fixtures or practice sessions arranged by the Club. The implementation of this policy is not intended to exclude any player from participation and parents and guardians should contact the Club Welfare Officer if they have any problems with the transportation of players to matches or practice sessions.

Old Wilsonians' Cricket Club
Colts Playing in Adult Cricket



The English Cricket Board issued guidance in 2011 season concerning young players participating in open age cricket.

When a Colt should be introduced to open age cricket has to be determined by a Colt's coach on an individual basis taking account of ability and emotional and cognitive maturity. The principal considerations therefore are to ensure a player's safety and personal development needs and that there is a benefit overall from the cricket experience.

For this season any Colt who was 13 years old on 31 August 2014 may play in adult cricket without parental consent. However any parental concerns notified to the Club shall be taken into account

Any Colt who was 12 years old on 31 August 2014 may only play in adult cricket with **written parental consent.**

No Colt aged 11 years or under on 31 August 2014 may play adult cricket. There is one exception. This is where a club receives a request from the coach of a young player who is in a county or area squad being not less than 11 years old on 31 August 2014 to play in adult cricket. Please note that this does not apply to District players. In these exceptional circumstances written parental consent is required to be obtained by the Club and will be dealt with on an individual basis as and when necessary.

Selection of players for Old Wilsonians' Cricket Club adult teams rests with the respective adult team captains. The general principle followed is that Colts from younger age groups are not promoted over and above those from older age groups to play in adult cricket unless a Colts' coach recommends this accordingly. Introduction to adult cricket is on the basis of managing this gradually and may initially be by way of friendly matches.

The Parental Consent and Waiver Form included in the Colt's registration pack must be signed if a parent wishes to formally consent to a Colt aged 12 years on the 31 August 2014 being considered for selection and playing in adult cricket

Old Wilsonians' Cricket Club

Colts playing above their Age Group in Colts Cricket and the North Kent Junior League



The North Kent Junior League has revised its Rules for Colts playing in higher age groups with effect from the 2012 season.

These are as follows:

U16 (primarily school year 11)

Players must be under 16 years of age and at least 13 years of age at midnight on 31 August 2014. However a team with insufficient players to field a full side may use players 1 year below the minimum age i.e. 12 years of age at midnight on 31 August 2014 **provided a signed form giving parental consent and countersigned by an ECB Level 2 Coach is lodged with the League (Lesley Griggs) for each player below age, at the time of registration and BEFORE the player takes part in an Under 16 League match.**

U15 (primarily school years 9 & 10)

Players must be under 15 years of age and at least 12 years of age at midnight on 31 August 2014. However a team with insufficient players to field a full side may use players 1 year below the minimum age i.e. 11 years of age at midnight on 31 August 2014 **provided a signed form giving parental consent and countersigned by an ECB Level 2 Coach, is lodged with the League (Lesley Griggs), for each player below age at the time of registration and BEFORE the player takes part in an Under 15 League match.**

U13 (primarily school years 7 & 8)

Players must be under 13 years of age and at least 10 years of age at midnight on 31 August 2014. However a team with insufficient players to field a full side may use players 1 year below the minimum age i.e. 9 years of age at midnight on 31 August 2014 **provided a signed form, giving parental consent and countersigned by an ECB Level 2 Coach, is lodged with the League (Lesley Griggs), for each player below age at the time of registration and BEFORE the player takes part in an Under 13 League match.**

U11 (primarily school years 5 & 6)

Players must be under 11 years of age and at least 8 years of age at midnight on 31st August 2014. However a team with insufficient players to field a full side may use players 1 year below the minimum age i.e. 7 years of age at midnight on 31 August 2014 **provided a signed form, giving parental consent and countersigned by an ECB Level 2 Coach is lodged with the League (Lesley Griggs) for each player below age at the time of registration and BEFORE the player takes part in an Under 11 League match.**

North Kent League Cup Competitions

Harry Bright Cup U12 (primarily school years 6 & 7)

Players must be under 12 years of age and at least 9 years of age at midnight on 31st August 2014. However a team with insufficient players to field a full side may use players 1 year below the minimum age i.e. 8 years of age at midnight on 31 August 2014 **provided a signed form, giving parental consent and countersigned by an ECB Level 2 Coach is lodged with the League (Lesley Griggs) for each player below age, at the time of registration and BEFORE the player takes part in a Junior Cup match.**

Frank Knott Cup U14 (primarily school years 8 & 9)

Players must be under 14 years of age and at least 11 years of age at midnight on 31st August 2014 prior to the start of the season. However a team with insufficient players to field a full side may use players 1 year below the minimum age i.e. 10 years of age at midnight on 31 August 2014 **provided a signed form, giving parental consent and countersigned by an ECB Level 2 Coach is lodged with the League (Lesley Griggs) for each player below age, at the time of registration and BEFORE the player takes part in a Junior Cup match.**

ECB Under 13 National Club Championship

A player may represent a club in the Competition if they are under 13 years of age at midnight on 31st August 2014 prior to the season of the Competition.