

Gloucestershire Safeguarding Operations Manual

County Safeguarding Officer

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All child safeguarding case work, incidents, advice, and education.

Gloucestershire Cricket Safeguarding Committee

Remit – To define policy and procedures. Oversee and manage all cases, education and record keeping.

Liaison with ECB on Safeguarding issues.

Officials:

Andy Shield- Gloucestershire Cricket Foundation Chair

Ellen Mutch- County Safeguarding Officer

John Peplow- Deputy County Safeguarding Officer

Chris Munden- Gloucestershire Cricket Foundation Operations Manager

Scott Tremain- Gloucestershire Cricket Foundation Club Development Manager

Ashleigh Scott- ECB County Safeguarding Officer

Safe Hands Courses

Arrangements for the courses are administered by the Gloucestershire Cricket Foundation, with any general enquiries directed through them. Courses are arranged that cover the whole county and are done on a 'needs' basis. The courses tend to run in February, March and April which enable Club Safeguarding Officer's to attend in the lead up to the season.

Club Safeguarding Officers

It is mandatory for all affiliated clubs to appoint a Club Safeguarding Officer. These officers have a remit to provide advice on Safeguarding issues and ensure that the club adheres to all aspects of Safeguarding.

The Club Safeguarding Officer must have:

- Attended a Safehands face to face workshop (3-year expiration)
- ECB DBS (3-year expiration)
- Online Safeguarding workshop (3-year expiration)

SAFE HANDS & HOW TO DEMONSTRATE 'DUTY OF CARE'

To demonstrate a duty of care, all cricket clubs:

- Must constitutionally adopt the ECB's "Safe Hands" Policy.
- Must define their Club's own Safeguarding Policy Statement.
- Must follow the ECB reporting mechanism for concerns and additionally define and publish a process for club members to respond to, record and report concerns which might arise either within the club, or outside of the club which links to the ECB reporting mechanism.
- Must recruit, appoint, and organise the training of a Club Safeguarding Officer.
- Must have a "player profile system" to enable adults to exercise their duty of care in an emergency.
- Must adopt the ECB Code of Conduct for Members and Guests Club Safeguarding Officers.
- Must adopt the ECBCA Code of Conduct for Coaches.

Clubs must ensure that the following policies and procedures exist within the Club:

- Procedures for recruiting and appointing appropriate volunteers and / or paid staff including training and support for these volunteers or staff.
- Procedures for Health & Safety / Risk Assessment, including the adherence to ECB policies / guidance on the wearing of helmets, fielding regulations, net safety, bowling directives, first aid, fluid intake, junior players participating in adult games & other similar matters.
- Discipline procedure – which MUST include guidance on the referral of any matters involving any person under the age of 18 and an appeals mechanism.
- Anti-bullying policy and procedures for dealing with bullying.
- Changing rooms and showering policy.
- Photography, video, and the use of images policy (including press & website guidelines).
- Transport policy.
- Supervising children at cricket sessions policy.
- Missing children policy.
- Procedures for managing children away from the club.
- Procedures for working with external partners; (i.e. Club personnel undertaking cricket activities in Schools or for Local Authorities or similar organisations, on a voluntary or paid basis).
- E-Safety Guidelines on communication & interactive technologies.
- If working with disabled children: Guidance on working with disabled children.

DISCLOSURE AND BARRING SERVICE (DBS) ECB VETTING

The roles in cricket that require ECB Vetting are:

- All Stars Childrens Helper
- All Stars Childrens Activator
- Captain / Vice captain
- Club Safeguarding Officer
- Coach
- Support Coach
- County Safeguarding Officer
- First Aid Responder
- Junior Supervisor
- Juniors / Colts Manager
- League Safeguarding Officer
- Physiotherapist
- Safeguarding Recruiter
- Scorer
- Team manager
- Umpire
- Volunteer Coordinator
- Masseur

- Medical Staff
- Strength/Conditioning Coach

The ECB DBS application system is now online. What follows is a brief guide on how to initiate a DBS check:

1. Contact your Club Safeguarding Officer or a known DBS verifier to initiate an online application via email (provide your title, full name, DOB, the name of the club you are affiliated with and a contact email address) - Ideally this should be someone within your club or organisation (e.g. umpires, scorers etc.).
2. You will receive an email. Follow the instructions and input your information online.
3. Take your identification documents to a verifier (you will receive a list of nearby verifiers) - have your application number to hand. The verifier will confirm your details online whilst you are there.
4. The application will then be processed, and a DBS certificate will be issued, subject to vetting checks.

For more information on DBS applications, please contact the Gloucestershire Cricket Foundation Administrator- **Theresa Ellison- Theresa.ellison@gloucestershirecricketfoundation.org or call 01174 622228.**

For **online verifiers to initiate an application**, they must first search for the applicant by name within the online system (it won't find them as the application is yet to be initiated). The verifier will then be invited to submit a new application and can enter the details.

Ideally, each club/organisation will have their own verifier to initiate applications. If you wish to become an online DBS verifier or would like guidance on how to use the online system, please contact Theresa Ellison and this can be arranged.

If an application is initiated, the applicant will automatically be assigned to the verifier's club or association (e.g., Association for Cricket Officials) on the system. If you have had an application initiated from outside your club/organisation and wish to change your association details, please contact Theresa.

DBS Checks from Other Organisations

The ECB can accept DBS checks from other organisations, providing the individual is registered with the DBS Online Update Service and the check is the correct type of DBS check. (Individuals can only register for the online service within 19 days of receipt of their DBS Certificate.)

If an individual states they have a DBS from another organisation, that they wish to use, the following question will be asked:

1) Have you registered with the DBS online update service?

If the answer is no, we cannot accept their DBS from another organisation, and they must complete an ECB DBS application.

GOVERNANCE

“To be committed to and adopt the ECB Safe Hands Cricket policy for Safeguarding Children for all Foundation activities.

The ECB has produced a “Safe Hands” Safeguarding Kit Bag which is designed to assist, clubs, teams, coaches, and age group managers to fulfil their duty of care to all junior members and other children who visit or use club facilities. The Kit Bag contains all the policies and procedures that should be implemented.

These are contained in the Safe Hands Folder and listed below.

1. Guidance on producing a safeguarding policy
2. Guidance for Codes of Conduct for members and guests
3. Producing a code of conduct for children
4. ECB whistle blowing policy
5. Useful safeguarding contacts list
6. Player profile system – enables adults to exercise their duty of care in an emergency, including a player profile template.
7. ECB guidance on welcoming and safeguarding children with a disability
8. Sample Anti Bullying Policy and procedures for dealing with bullying
9. Policy for changing rooms and showering
10. Photography, video, and the use of images
11. Transport to and from matches
12. Managing children away from the club
13. Missing children
14. Working with external partners (cricket activities in schools/for local authorities on a voluntary or paid basis
15. Guidance on creating a welcoming environment, sample welcome letter to parents
16. Guidance on use of social media
17. Guidance on appointing/training a Club Welfare Officer
18. Guidance on roles requiring ECB vetting check
19. Guidance on recruitment and supporting volunteers
20. ECB guidance for staff/coaches and volunteers working with children
21. ECB guidance on responding to, recording, and reporting concerns
22. ECB guidance on recording information
23. ECB guidance on supervising children at cricket sessions
24. ECB guidance on wearing cricket helmets
25. ECB fielding regulations
26. ECB fast bowling directives
27. ECB guidelines for junior players in open age cricket
28. ECB guidelines on girls playing in boys open age group cricket

This information is readily available and can be downloaded from ECB and GCB websites. Should you require any further information please do not hesitate to contact the County Safeguarding Officer, Ellen Mutch.

ECB Safeguarding and Reporting Process

The ECB and the GCB are committed to ensuring all children who take part in cricket have a safe positive and fun experience, whatever their level. Everyone involved in delivering cricket to children and young persons has a role to play in creating the best possible environment for them.

The ECB has developed and will ensure there are correct and comprehensive procedures in place for responding to, recording, and reporting child safeguarding concerns. All the policies and procedures are contained in the ECB Safe Hands policy. It is not the responsibility of any individual working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

What to do if you have any concerns:

RESPOND to disclosure, suspicion and or allegation

RECORD the incident

REPORT the incident

After **responding** to an incident/suspicion, you should **record** what has been said and what happened. Your **first point of contact** then should be **County Safeguarding Officer (Ellen Mutch)** to **report** the incident/suspicion.

Depending on the level of incident a decision will be made if the matter needs to be reported to ECB or in an emergency to the Police/Children's Social Care for investigation. You will be kept in touch regarding any ongoing investigation.

