

# Brook Cricket Club

Pirrie Hall, Haslemere Road, Brook, Surrey, GU8 5UJ  
[www.brookcricketclub.co.uk](http://www.brookcricketclub.co.uk)

## Safeguarding Children Policy

### Responding to, Recording and Reporting Concerns

The protection and support of children (being those persons under the age of 18) in cricket is of paramount importance to Brook Cricket Club (the **Club**), which has adopted the following system for individuals to follow to respond to, record and report any concerns or issues that they may have, relating to a child at the Club or under their care.

There may be an number of reasons why an individual finds it necessary to report a concern, including, in response to: something a child has said; signs or suspicions of abuse; allegations made against a member of the Club or a volunteer; allegations made against a parent, carer or someone not working within the sport; bullying; a breach of a code of conduct or poor practice; observation of inappropriate behaviour, etc.

**There are 3 steps involved in taking appropriate action. These are known as the 3 R's, and each is essential:**

- Responding to the disclosure / suspicion and / or allegation;
- Recording the relevant information; and
- Reporting the relevant information.

**Throughout the entire process confidentiality is of critical importance.**

The legal principle that the 'welfare of the child is paramount' means that the considerations which might apply to other situations within the organisation should not be allowed to over-ride the right of children to be protected from harm.

However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

The procedures require that only those that need to know are told. This means only those individuals stated within the reporting structure and no-one else unless directed by statutory agencies or the ECB Child Protection Team.

#### **Step 1 Responding to Disclosure, Suspicions and / or Allegations**

Anyone responding to a disclosure, suspicions and / or allegations must always:

- stay calm ( never show any disgust or disbelief);
- ensure the child is safe and feels safe;
- listen carefully to what is said;
- ask questions only where they are really necessary to clarify what you are being told (and always avoid asking leading questions);
- keep an open mind – do not make assumptions or judgments, show disgust or disbelief;

- take the concern seriously;
- reassure the child and stress that they are not to blame;
- be honest and (as soon as you can feasibly mention it) explain that you will have to tell someone else to help with the situation (do not agree to keep secrets between you and the child); and
- maintain confidentiality – only tell others if it will help protect the child.

Never:

- approach any alleged abuser to discuss the concern;
- rush into actions that may be inappropriate;
- make promises you cannot keep; or
- take sole responsibility – consult someone else (where possible, the Club's Welfare Officer) so you can begin to protect the child and gain support for yourself.

## **Step 2 Recording the Incident**

Information passed to the ECB, Children's Social Care and / or the Police must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure / concern. The ECB Incident Reporting Form (which the Club has adopted is attached to this guide; further copies are available from the Welfare Officer and the Secretary) should be used wherever possible.

Information recorded needs to include the following:

- details of the child (i.e. full name, age / date of birth, address, gender);
- details of the parent or guardian and whether they have been informed or not;
- details of the facts of the allegation or observations;
- details of any person(s) alleged to have caused the incident / injury including their name, address and date of birth or their approximate age;
- a description of any visible bruising or other injuries;
- the child's account, if it can be given, of what has happened and how;
- the identity of witnesses to the incident(s);
- any times, dates or other relevant information;
- a clear distinction between what is (known to be) fact, opinion or hearsay; and
- a signature, date and time on the report.

### **Step 3 Reporting**

**Please remember this key point when reading this section:**

**It is everyone's duty to report suspected cases of abuse or concern to protect children. It is for the professionals to decide if abuse or neglect has taken place.**

The principle strand of the "Safe Hands" Safeguarding Programme is provision of an appropriate mechanism to provide correct and comprehensive reporting procedures for concerns. The ECB has a reporting framework which operates on three levels.

- The primary level involves a Welfare Officer at local level such as in a club or league.
- Sitting above this Welfare Officer is a County Welfare Officer who is appointed by, and accountable to, the County Cricket Board. There is a County Welfare Officer for each of the ECB's 39 County Cricket Boards.
- Sitting above the County Welfare Officer is the ECB National Child Protection Team.

A concern should be reported to the Club's Welfare Officer in the first instance or, in the absence of the Welfare Officer either to the Club Chairman or Secretary, who will ensure that the appropriate further reporting is undertaken.

#### **Role Description – Club Welfare Officer**

##### **Core Tasks**

- Promote good practice in safeguarding and protecting children in their club, working with the coaching teams, club committee and club members to create a child centred environment and develop a proactive safeguarding culture within the club.
- To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at a Club level.
- To be the first point of contact for all club safeguarding and child protection issues.
- To act as a source of advice on current best practice and provide support to the Club Management Committee and the members of that Club on safeguarding issues and procedures.
- To attend Club Management Committee meetings as a member of the club management committee by right of the role (not through combining roles of established positions) and ensure that child safeguarding is a mandatory standing item on the committee agenda.
- To advise the Management committee in establishing which roles within the club require the post holder to undertake the ECB Criminal Records Bureau (**CRB**) disclosure process, ensuring that such CRB applications and any necessary self-declaration forms are completed.
- To maintain accurate records and to keep all documentation in a secure fashion.
- To ensure matters of a possible child protection nature are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with ECB procedures.

## Incident / Accident Report Form

### **Brook Cricket Club**

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Name of person in charge of the session / competition:

Site / venue where the incident / accident took place (try and include the post code of the venue)

Date and time of the incident / accident:

Name of the injured person:

Address of the injured person:

Nature of the incident / accident and extent of the injury:

Give details of how and precisely where the incident / accident took place. Describe what activity was taking place e.g. training game, getting changed etc..

Give full details of the action taken including any First Aid treatment and the name(s) of the first aider(s):

Were any of the following people contacted?

Police: Yes  No

Ambulance: Yes  No

Parent/carer / guardian: Yes  No

What happened to the injured person following the incident / accident? E.g. went home, went to hospital, carried on with session etc...)

All of the above facts are a true record of the above incident / accident

**Data Protection.**

The Club will use the information provided in this Incident / Accident Form (together with other information it obtains about the player) to administer his/her cricketing activity at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

**As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.**

Signed:

Print Name:

Date:

Copies to:

*In the event of an incident / accident occurring through insufficient training or faulty equipment / facilities, the follow up action taken should include the completion of a Risk Assessment.*