

An introduction from David Collier – ECB Chief Executive

The England and Wales Cricket Board produced the original version of “Safe Hands” in the autumn of 2003. That document was prefaced by the ECB giving its firm and enthusiastic commitment to ensuring that Cricket provides a safe, friendly and enjoyable experience for Children. As the ECB’s Chief Executive I give a continuing commitment to that pledge.

As part of that policy we committed to undertake a policy review in the autumn of 2006. This updated policy, which includes recent statutory guidance for all organisations that provide services to children, is the product of that review, and is effective from October 2007.

Adopting and implementing this Policy continues to be a requirement of affiliation to the ECB for all cricket clubs, and the “Safe Hands” Safeguarding Programme will continue to provide the central theme of the ECB club accreditation programme ECB Clubmark.

As the National Governing Body for Cricket we take our responsibility for the well-being of the game extremely seriously. We want the millions of people throughout England and Wales who enjoy our national summer sport, across all ages and from a hugely diverse range of backgrounds to have a positive experience, whatever their involvement. We also want to play our part in helping children to achieve the five outcomes that are key to their well-being, and we recognise the role that we in sport are able to play in helping children to “stay safe” and “be healthy” in particular.

This Safeguarding Policy provides our sport with the tools to ensure that the whole game takes up the challenge of continuously improving the participation conditions for Children. In addition, and of equally vital importance, it also helps us to ensure that the many thousands of volunteers integral to our game are supported.

A vibrant and healthy club cricket infrastructure is important to the ECB and as such on behalf of the ECB I would like to thank you for playing your part in helping everyone involved in Cricket to build partnerships from the playground to the Test Arena.

David Collier
ECB Chief Executive

NSPCC Endorsement of the ECB's Safeguarding Policy

It is now four years since the England and Wales Cricket Board produced the first edition of Safe Hands. During this time both cricket and other sports has developed much greater knowledge and experience of safeguarding in sport issues and have demonstrated a real commitment to children and young people through the implementation of a wide range of initiatives. The ECB has also been successfully working towards the achievement of the National Standards for Safeguarding Children and Young People in Sport and implementing Clubmark across the sport. Through these and other initiatives Sport is regarded by many as leading the way in this work and sport in the UK has gained an international reputation for this work. The NSPCC Child Protection in Sport Unit is pleased to endorse both this new edition of Safe Hands and the wider work that the ECB continues to undertake in relation to the safety and welfare of children involved in the game.

Steve Boocock

CPSU Director

August 2007

ECB Guidance concerning the use of this “Safe Hands” manual

This “Safe Hands” manual has altered over time, with the aim to become a source of policy statements relating to safeguarding as well as being a practical guide and a reference document for Cricket Clubs and all those involved with cricket.

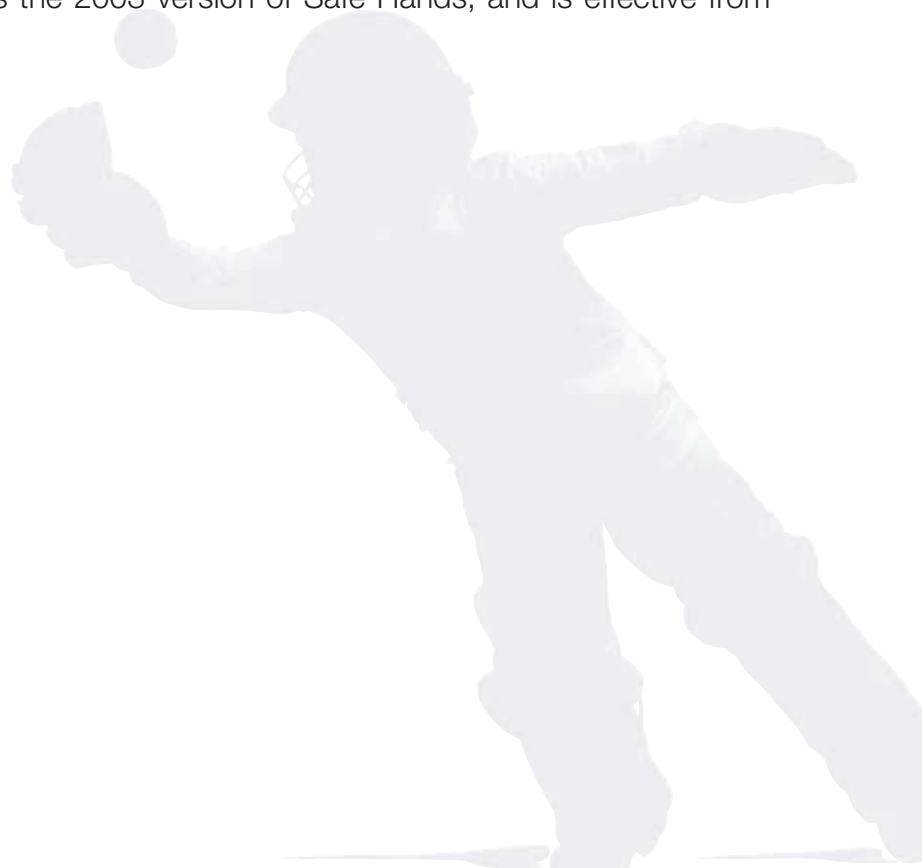
The main users of this manual are likely to be Club Welfare Officers, to help them guide their club committee to plan, prioritise and implement the various safeguarding activities that are necessary to protect the children and volunteers within cricket. However, this manual, and the policy statements, guidance notes and practical advice contained within it, is meant for use by all within cricket.

We hope it will be of use and interest to Parents, Coaches, Officials, and other Volunteers, to enable everyone in cricket to play their part in safeguarding.

This manual takes into account relevant legislation at the time of publication, but it does not intend to make the reader an expert on the legal framework or subject of safeguarding. Instead it offers practical guidance for those who are involved in providing cricket activities for children, aiming to increase general awareness of both mandatory requirements and good practice.

The “Safe Hands” Safeguarding Policy operates on both a national and local level, and is written to be applicable to all levels of the game across all areas of the country. “Safe Hands” must be adopted and implemented by every Cricket Club affiliated to the ECB.

The guidance in this manual replaces the 2003 version of Safe Hands, and is effective from October 2007.



Key Definitions & Concepts:

The key definitions and concepts shown below are taken from “Working Together to Safeguard Children” which is a guide to inter-agency working to safeguard and promote the welfare of children produced by Government in April 2006

<p>“Child”</p>	<p>A child is anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders’ Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989. The word child / children will be used throughout this publication to denote all persons under the age of 18.</p>
<p>“Safeguarding and promoting the welfare of children”</p>	<p>The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.</p>
<p>“Child Protection”</p>	<p>Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of abuse or neglect. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.</p>
<p>“Abuse”</p>	<p>For definitions of the different types of abuse, and common indicators of abuse please see Section 3</p>
<p>Key Concept – Who is responsible for Safeguarding?</p>	<p>Working Together 2006 states “Safeguarding and promoting the welfare of children is the responsibility of the local authority (LA), working in partnership with other public organisations, the voluntary sector, children and young people, parents and carers, and the wider community.”</p>

Glossary of other terms

Children's Social Care	The services formerly known as Social Services, (however the name may vary around the country)
CPSU	Child Protection in Sport Unit
CRB	Criminal Records Bureau
ECB	England and Wales Cricket Board Limited
ECBCA	England and Wales Cricket Board Coaches Association
LSCB	Local Safeguarding Children Board
NSPCC	National Society for the Prevention of Cruelty to Children
Staff / Volunteer / Official / Team Manager etc	A variety of titles have been used within this Policy document to describe the people working in Cricket, such as 'Staff', 'Official', 'Volunteer', 'Team Manager' etc. This Policy applies either directly or indirectly to all individuals working within Cricket according to their level of contact with children in Cricket. If you have any doubt as to its relevance to your role please contact the ECB Child Protection Team
Match Official	Umpires and Scorers (whether members of the ECB Officials Association or the Association of Cricket Umpires and Scorers) who are appointed by the relevant authority

Acknowledgements

The ECB has drawn on work from a number of organisations during the production of the "Safe Hands" Policy and thanks them for their support and kind permission for use and adaptation of materials:

- Amateur Swimming Association
- British Canoe Union
- British Triathlon
- British Weight Lifting Association
- England Netball Association
- Federation of Artistic Roller Skating
- Kidscape
- Rugby Football Union
- sports coach UK
- The Football Association

Thank you to the NSPCC Child Protection in Sport Unit for all of their support and work in the production of this policy.

Additionally the ECB would like to thank and acknowledge Rebecca Ledingham for all her work and commitment in implementing the original "Safe Hands" within the game of Cricket

Safeguarding and a Club's Duty of Care

The ECB has produced an overall Policy for Safeguarding and Protecting Children in the game of cricket and each individual Cricket Club must also produce a Safeguarding Policy.

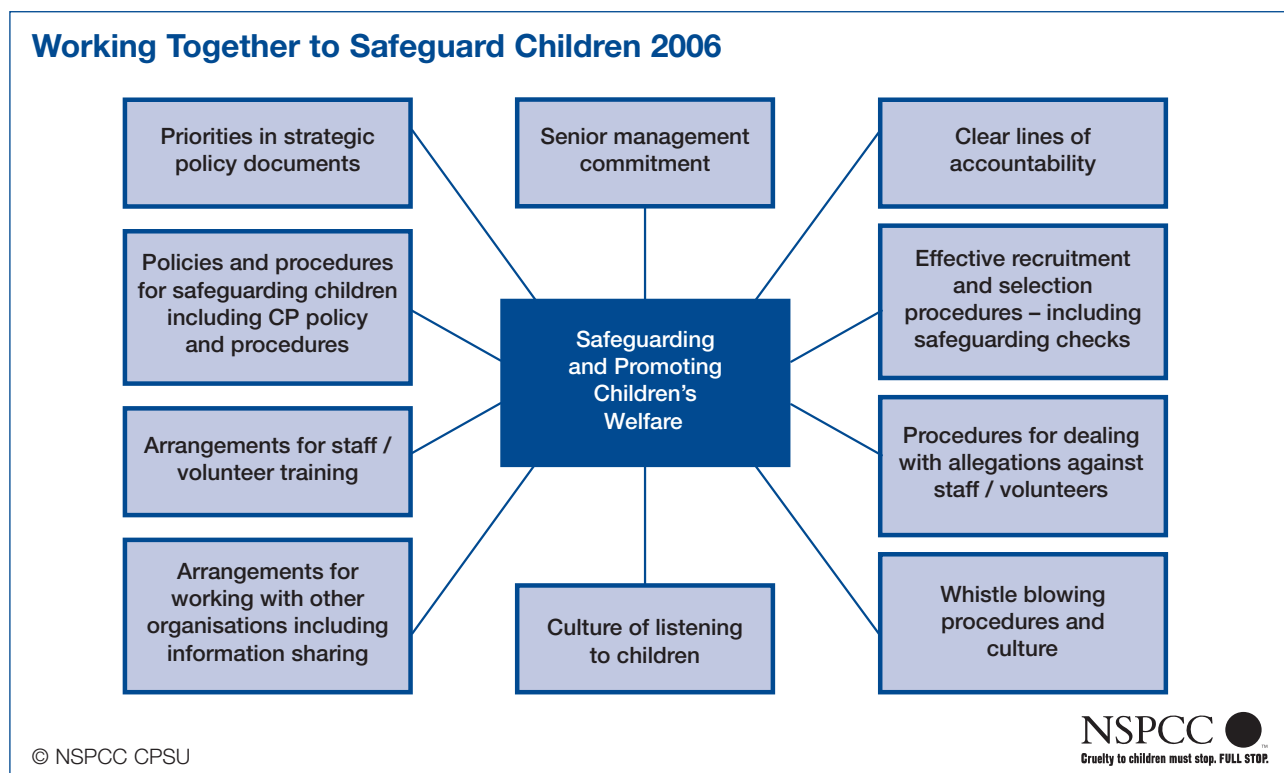
It is important for every reader to understand that safeguarding should not be viewed as a stand alone process which sits in isolation from all other activities within cricket. Instead safeguarding is about creating a culture which helps direct the game and the provision of services that are offered to participants. Safeguarding in Cricket is based upon the concept of providing an enjoyable cricket environment that is tailored to the needs and requirements of children.

In a speech to sporting bodies in November 2006, the Children's Minister stated:

"The Children Act 2004 made it clear that safeguarding was everyone's responsibility – the responsibility of everyone who works

with children, of the public and of parents and children themselves. New laws will make absolutely sure that the decisions about who should and shouldn't work with children are robust and evidence-based. In practice, this will mean that all volunteers who frequently come into contact with children – including those who coach sport – will have to be vetted. It cannot be any other way: If we want children to enjoy the benefits of taking part in sport, then we must have the right processes to ensure that they are safe. Together, we can ensure that more children are safe and that they and their parents can feel confident about their safety and wellbeing, so that every child can experience the many good things that playing sport can offer."

The diagram below demonstrates the statutory guidance which requires 10 mandatory arrangements to be in place in any organisation that provides services for, or works with, children.



Underpinning Principles to the ECB Safeguarding Policy

The ECB produced “Building Partnerships” in April 2005, which is cricket’s strategic plan for 2006 until 2009. Within this plan the ECB identifies its responsibilities as the game’s governing body and establishes its focus “from playground to Test arena”. Six core values of the ECB have been identified which are Excellence; Customer First; Enjoyment; Respect; Teamwork; and Dynamism. These core values underpin the ECB’s work to safeguard and protect children and guide the development of the “Safe Hands” Safeguarding Programme.

Two of the ECB’s core values are particularly important in underpinning the ethos of Safeguarding Children in Cricket. These core values are Enjoyment and Respect. The Enjoyment core value means providing children with an entertaining, safe, enjoyable and exciting cricket environment which will enthuse them and encourage them to return to the club and continue in the game. The Respect core value requires everyone in cricket to show respect to all involved in the game and uphold the spirit of cricket.

The ECB will work closely in partnership with a number of organisations to ensure that Cricket is promoting safeguarding best practice and that the ECB is directly supporting the County Boards, Clubs and Leagues affiliated to it with the most appropriate advice and guidance. In particular the ECB will work with the Child Protection in Sport Unit of the NSPCC in maintaining its policies and procedures.

The ECB is working towards the NSPCC Standards for Safeguarding and Protecting Children in Sport and aims to have achieved all the Standards during 2008.

The ECB will also work with other organisations such as Kidscape and the Child Exploitation and Online Protection Centre (CEOP) on specific projects such as anti - bullying and website provision within the “Safe Hands” Safeguarding Programme.

The ECB will review its Safeguarding of Children Policies and Procedures on an ongoing basis in line with the NSPCC Child Protection in Sport Unit and Sport England Whole Sport Plan and this document will be reviewed again in October 2009.

The “Safe Hands” Safeguarding and Protecting Policy Statement

- The ECB is committed to ensuring that all Children who play cricket, have a safe positive and fun experience, whatever their level of involvement.
- The welfare of all children is paramount.
- All children within Cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy the game in an environment safe from abuse of any kind.
- The ECB recognises the importance of safeguarding children within the game and is committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for children.
- The ECB is committed to ensuring that there are correct and comprehensive procedures for responding to, recording and reporting child welfare concerns.
- The ECB will endeavour to ensure that all suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately in line with ECB Policy & Procedures.
- The ECB recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the game of cricket.
- The ECB is committed to ensuring that safeguarding and protecting children is central to its development of the game and as such requires all Clubs and other bodies who wish to seek ECB support, whether financial or otherwise, for developing facilities and / or opportunities to play the game of cricket, to have adopted and implemented this “Safe Hands” Safeguarding Policy.
- It is a mandatory requirement that all County Boards, affiliated Leagues and Clubs must adopt and implement the ECB “Safe Hands” Policy and they will be supported to do so through education and training.
- All affiliated clubs must appoint a welfare officer to ensure that appropriate procedures are followed
- The ECB recognises the responsibility of the statutory agencies and is committed to complying with the Local Safeguarding Children Board Procedures and the statutory guidance “Working Together to Safeguard Children” April 2006.
- The ECB is committed to promoting sound recruitment procedures and good practice for all individuals working within Cricket whether in a paid or voluntary capacity.
- The ECB will ensure that individuals will receive support through education and training, to be aware of and understand best practice and how to manage any welfare issues which may come to light.
- The ECB recognises that it is not the responsibility of those individuals working in Cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

It is a mandatory requirement for all ECB Affiliated Clubs to make a constitutional adoption of the ECB Safe Hands Safeguarding Policy.

To do this it will be necessary for Clubs make amendments to their constitution to reflect the safeguarding principles which they must adhere to. It is suggested that the following wording is used:

“To ensure a duty of care to all members of the club by adopting and implementing the ECB ‘Safe Hands – Cricket’s Policy for Safeguarding Children’ and any future versions of the Policy.”

A vote is normally needed at the Club’s AGM to make this formal adoption. For those clubs who do not have an AGM in the foreseeable future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure.

Further details relating to this matter can be found in the ECB Clubmark programme information at www.ecb.co.uk/clubmark.

In addition to adopting the ECB’s Safe Hands policy, creating an individual “Club Safeguarding Policy Statement” is a requirement for all ECB Affiliated Clubs. Guidance on how to do this and a template that can be used are shown in The Safeguarding Kit Bag in Section 3 of this manual.

The ECB’s Safe Hands Safeguarding Policy Statement and Underpinning Principles guide the Safe Hands Programme. However, in addition there are a number of key Points of Policy on the Safeguarding Programme that the ECB needs to ensure that clubs and participants understand are fundamental to the effectiveness of Safeguarding in Cricket.

1. All Cricket participants should recognise and follow a Code of Conduct.

The ECB provides Codes of Conduct for all cricket participants – the Code of Conduct for Members and Guests and the Code of Conduct for Coaches. These Codes of Conduct provide participants with details of acceptable and unacceptable behaviour, and the expectations of others in relation to good operational practices.

2. All junior cricket sessions require adequate supervision.

A minimum of 2 adults are required at every session and additionally the appropriate ratio of adults and children must be met.

3. All adults who work with children in cricket, either as a volunteer or paid, must be recruited appropriately which includes being vetted for their suitability to work with children.

Vetting Procedures include the use of Criminal Record Bureau (CRB) Checks and/or Overseas Vetting Checks.

4. Physical contact should always be intended to meet the child’s needs not the adult’s.

Never touch a child inappropriately. A responsible adult should only use physical contact if its aim is to:

- develop sports skills or techniques
- treat an injury
- prevent an injury or accident from occurring
- meet the requirements of the sport

The adult should seek to explain the reason for the physical contact to the child, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

A Club's Duty of Care

Any Individual, Organisation, Club or County Cricket Board has a duty of care to ensure the safety and welfare of any child involved in related activities, to safeguard them and protect them from reasonably foreseeable forms of harm.

Safeguarding is about all of us acknowledging that this duty of care exists, and it is about us putting practical measures in place, in our own locations, to minimise the likelihood of foreseeable harm arising.

The ECB has produced a list of requirements for all Clubs to demonstrate this duty of care and to assist clubs in the adoption and implementation of the "Safe Hands" Policy. Guidance on these requirements, and where appropriate sample templates, can be found in Section 3 of this manual which is entitled the Safeguarding Kit Bag.

To demonstrate this 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 & 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 Welfare Officer
- Must have a "player profile system" to enable adults to exercise their duty of care in an emergency situation.
- Must adopt the ECB Code of Conduct for Members and Guests
- Must adopt the ECBCA Code of Conduct for Coaches

- 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)

The ECB very strongly recommends that each Cricket Club Committee considers the above list of practical measures that can be taken to demonstrate the club's duty of care, and recommends that each Club utilises the expertise that their Club Welfare Officer has obtained through their training, to help them prioritise that which needs to be done in their own location. The Club Committee needs to be aware of current best practice in all areas relating to children's participation in the game and needs to be proactive in taking appropriate steps to address any areas of club activity that need revision in light of the best practice.

Clubs can use the resources and template documents within "The Safeguarding Kit Bag", to consider, and where necessary amend, a set of personalised safeguarding procedures and policies appropriate for the Club.

Definitions of Abuse, cricket examples of possible abuse, and common indicators of possible abuse

All those involved in children's sport have a responsibility to be able to recognise and respond to signs and indicators of child abuse.

It is hoped that this will be a useful reference for all in cricket, particularly those in roles connected with safeguarding & protecting children.

Recommended Process / Activities

1. Club Welfare Officers in particular and others involved in children's sport need to be familiar with the information shown below. Much of that shown in this section is covered on the "cricket specific" SPC course, but it is recognised that some club personnel may attend a general (rather than a cricket specific) SPC course, and therefore this information may be of particular use to that audience.
2. Club Welfare Officers are encouraged to share the cricket examples shown below with other key people within their clubs, in an effort to assist in the ongoing education of those who work with children, and help to raise general safeguarding standards.
3. When reading the information outlined in this section, everyone **MUST** remember the following key point:

It is not the responsibility of those working in Cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Guidance

Defining Abuse

Any person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. [Children can be abused by Adults or other Children](#) There is growing evidence to suggest that peer abuse is an increasing concern for Children.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a Child may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a Child in the future.

The definitions of abuse are detailed below:

<p>Maltreatment of Children</p>	<p>Abuse and neglect are forms of maltreatment of a child.</p> <ul style="list-style-type: none"> • Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. • Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. • They may be abused by an adult or adults, or another child or children.
<p>Physical Abuse</p>	<p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, biting, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a Parent or Carer fabricates the symptoms of, or deliberately induces, illness in a child.</p> <p>Examples of physical abuse in Cricket may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body, or where drugs are used to enhance performance.</p>
<p>Emotional abuse</p>	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <ul style="list-style-type: none"> • It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. • It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction • It may involve seeing or hearing the ill-treatment of another. • It may involve serious bullying, causing children frequently to feel frightened or in danger or the exploitation or corruption of children. <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone</p> <p>Emotional abuse in Cricket may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.</p>

<p>Sexual abuse</p>	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.</p> <ul style="list-style-type: none"> • The activities may involve physical contact including penetrative or non-penetrative acts. • They may include non-contact activities, such as grooming children, involving children in looking at, or in the production of, sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways. <p>There are situations within all sports, including cricket, in which the potential for this form of abuse exists:</p> <ul style="list-style-type: none"> • Some individuals have deliberately targeted sports activities, in order to gain access to, and abuse, children. • There is evidence that individuals have sometimes ignored governing body codes of practice, and used physical contact within a coaching role to mask their inappropriate touching of children • Some people have used sporting events as an opportunity to take inappropriate photographs or videos of sportspeople (including children) in vulnerable positions
<p>Neglect</p>	<p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.</p> <p>Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment) • protect a child from physical and emotional harm or danger • ensure adequate supervision (including the use of inadequate care-givers) • ensure access to appropriate medical care or treatment. <p>Neglect in Cricket could include a Teacher or Coach not ensuring that children are safe, exposing them to undue cold, heat or to unnecessary risk of injury.</p>

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. racist or homophobic remarks, threats, name calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The competitive nature of sport makes it an ideal environment for the bully.

Bullying in sport could be a parent who pushes their child too hard, a coach who shouts at, or humiliates children, or a child that actively seek to make sport a difficult or an unhappy experience for others.

The ECB will not tolerate bullies at any level of the game and a sample club policy based on the Kidscape model is contained in the Kit Bag. This sample policy also includes procedures on dealing with bullying. (Kidscape is a national anti-bullying charity and provides support and training on bullying and prevention.)

Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them.

Common Indicators of Abuse

Important note.....When you read the text below, please remember:

It is not the responsibility of those working in Cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

All those in cricket who work with Children need to be aware of indicators of abuse to ensure that the sport provides an effective safeguarding and protecting programme.

Indications that a child may be being abused can include physical and/or behavioural signs which may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury and the explanation for it seem inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or Adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of Adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Stops, or is prevented from, socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Excessive fear of making mistakes

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but maybe indicative of a need to report concerns.

Some changes in behaviour can be caused by changes at home, for example bereavement. Parents/Carers are strongly encouraged to inform the Coach or Club Welfare Officer of any significant changes which may affect the behaviour of their child.

