



# Enfield Cricket Club – Club Mark Document



## Code of Conduct for Junior Members (under 18)

### All Junior Members of Enfield 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
- Promote the positive aspects of cricket, for example fair play
- Encourage all participants to learn the laws and rules and play within them, always respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results
- Have the well-being and safety of children put above the development of performance
- Have activities provided which are appropriate for the age, maturity, experience and ability of the individual
- Have their opinions when decisions are made about their participation in cricket
- Be safe in the knowledge that the ECB guidelines set out in the “Safe Hands – Cricket’s Policy for Safeguarding Children” and any other relevant guidelines issued are being followed
- Report any concerns in relation to a child, following reporting procedures laid down by the ECB

## Code of Conduct for Coaches

### All Coaches of Enfield Cricket Club will:

- Ensure cricket is welcoming, fun and enjoyable and that fair play is promoted
- Take a player-centred (and child centred) approach to coaching, planning sessions around the needs and abilities of the children who will be attending and adapting accordingly
- Be a friendly professional
- Treat all children equally, with respect and dignity
- Be an excellent role model – this includes:
  1. not smoking or drinking alcohol when coaching
  2. being mindful of behaviour around the club at all times
- Always put the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures
- Always work in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets)
- Build balanced relationships based on trust which enable children to take part in the decision-making process. This will include routinely asking children if they have enjoyed activities in the training session and adapting activities to meet their expressed wishes, abilities, needs etc.
- Have excellent ‘boundaries’, so children know how to behave and what is expected of them
- Ensure the correct ratio of adults and children is adhered to at all times
- Be in line with Home Office guidelines, which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care
- Not tolerate acts of aggression
- Recognise the needs and abilities of children, avoiding too much training or competition and not pushing them against their will
- Give positive and constructive feedback rather than negative criticism
- Encourage children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost
- Help children acknowledge the value that good opposition offers their own development as cricketers
- Work to ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Keep up-to-date with technical skills, qualifications and insurance in sport
- Ensure if mixed sex teams are taken away, they are always accompanied by a male and female member of staff
- Ensure while on tour, you do not enter a child’s room or invite them into your room – except in an emergency, i.e. when very unwell



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- Find out if any children you are coaching have medical conditions that could be aggravated during playing or training
- Keep a written record any time a child is injured in your care, along with details of any treatment provided
- Promote good sportsmanship by encouraging children to be considerate of other athletes, officials and club volunteers and by being modest in victory and gracious in defeat
- Help the ECB to work toward eradicating harassment and abuse of children from cricket

## Code of Conduct for Cricket Club Members and Guests\*

### All Members and Guests of Enfield 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
- Promote the positive aspects of cricket, for example fair play
- Encourage all participants to learn the laws and rules and play within them, always 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 children above the development of performance
- Ensure activities are appropriate for the age, maturity, experience and ability of the individual
- Respect children's opinions when making decisions about their participation in cricket
- Not smoke, drink or use banned substances while working with children in the club
- Not provide children 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 child, following reporting procedures laid down by the ECB

\* **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.**

## Code of conduct for Anti bullying

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, incidents will be dealt with promptly and effectively. We are a **TELLING** club. 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

Enfield Cricket Club

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## 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 clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

## Objectives of this policy

- All adults and children at the club 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 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 Club Welfare Officer
- 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



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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' recommended methods to help children prevent bullying.

These may include:

- Developing a children's code of conduct (see guidance in 'Safe hands')
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters \*with thanks to Kidscape for their expert advice and templates

## Changing Room and Showering Facilities Policy Statement

Enfield Cricket Club ("the 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:

- Ensuring that adults do not change, or shower, at the same time using the same facility as

Children – children should use the facilities in the Junior Changing Rooms whenever possible

- Ensuring adults change at separate times to children during matches, for example when children are padding up – children should use the facilities in the Junior Changing Rooms whenever possible
- In the event adults and children need to share a changing facility, the club will obtain prior written consent from parents that their child(ren) can share a changing room with adults in the club
- If children play for Open Age teams, they, and their parents, will be informed of the club's policy on changing arrangements
- Mixed gender teams will have access to separate male and female changing rooms
- Mobile phones will not be used in changing rooms

**If any child is uncomfortable changing or showering at the club, no pressure will be placed on them to do so and they may change and shower at home if they wish to without being made to feel uncomfortable for doing so.**

## Juniors Playing in Open Age Matches Policy Statement

Enfield Cricket Club (ECC) recognises the need to ensure the welfare and safety of all young people in sport and has adopted the ECB guidelines on "Junior Cricketers playing in Open Age Matches" as set out in "*Safe Hands*" *Crickets policy for safeguarding children*.

Enfield Cricket Club acknowledges that they have a duty of care towards all young players who represent the club and this is interpreted in the following two ways:

1: We will not place a young player in a position that involves an unreasonable risk to that young player, taking into account the circumstances of the match and relative skills of the player.

2: Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.

In accordance with ECB guidelines covering the participation of young cricketers ECC has adopted the following regulations:

1. All young players who have not reached their 18th Birthday must wear a helmet with a faceguard when batting and when standing up to the stumps when keeping wicket.



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2. The ECB fielding and fast bowling regulations will be adhered to and we will take all reasonable steps to make sure that the umpires and captains enforce these regulations. (The umpires are empowered by these fielding regulations to stop any game immediately if a young player comes within the restricted distance).
3. We will take all reasonable steps to ensure that the umpires and captains are notified of the age group of all players participating in an adult match who are in the Under 19 age group or younger even if the player is not a fast bowler. This requirement will also cover any young player taking the field as a substitute fielder.
4. We will take all reasonable steps to ensure that the players are placed in a cricketing environment that is supportive at all times for all forms of effort, gives encouragement and praise and ensures that the players safety, personal development needs and overall cricket experience are considered.
5. We will comply with the ECB guidelines with regards to the minimum age a young player can play in open age cricket:

## The guidance is as follows:

- Making the step up from junior to open age group cricket is a significant event in any player's cricket experience. It is essential to ensure that the player's safety, personal development needs and overall cricket experience are considered.
- Clubs, squad coaches and managers must take into account the requirements on age detailed in this guidance
- Each case is to be determined on an individual basis, depending on the player's ability and stage of cognitive level – however, the minimum age guidance provided must be adhered to.
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team.
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side
- Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else.
- Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game.
- Be supportive, at all times, for all forms of effort even when children are not successful. Try to put them in situations here they will experience some success (however small) and ensure plenty of praise and encouragement.
- The captain should inform the Umpires of under 18's in the side.

## Restrictions

ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket.

## Minimum Age

Players who are selected in a County U12 squad in spring for a summer squad or in another squad deemed by the ECB Performance Managers to be of a standard above "district level" for that season are eligible to play open age cricket. This is providing they are at least 11 years old, are in School Year 7 on 1st September in the year preceding the season, and have written parental consent to play. In allowing these players to play in open age cricket it is essential clubs and coaches recognise the "duty of care" obligations they have towards these young players. (Please see below for further details).

This means boys and girls who are county squad and area squad players, are able to play open age group cricket if they are in an U12 age group and are a minimum of 11 years old on 1st September of the year preceding the season.

District and club players who are not in a county or area squads must wait until they reach the U13 age group, be in year 8 and be 12 years old 1st September of the preceding year before being able to play in any open age group cricket. As before, written parental consent is required for these players.

## Duty of care is interpreted in the following two ways:

- 1: Not to place a young player in a position that involves an unreasonable risk to that young player, taking into account the circumstances of the match and relative skills of the player.
- 2: Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.



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In addition, the guidelines note the need for clubs and leagues to recognise the positive experience young players should have in open age cricket. Clubs should provide an opportunity for players to show their talents in an appropriate way.

**NB** The Policies: Managing Children When Away, Transport To and From Matches and Changing and Showering must **be adhered to**.

## Managing Children Away from the Club Policy Statement

In any given season, as many as 50 per cent of matches can be played away from the club and that's without tours and festivals or similar events. For a club to be able to demonstrate its duty of care to the children in its team/s a robust generic protocol needs to be able to fit all occasions.

These guidelines also apply to open age group teams where one or more players are under the age of 18.

Enfield Cricket Club will do this by:-

Appointing a Team Manager with clear roles and responsibilities including:

### **Establishing and communicating 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 Team 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

### **Being in possession of a written copy of relevant emergency contact details and any medical information for all children taking part**

#### **Ensuring that appropriate staffing and staff training arrangements have been made by:**

- Appointing a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Tour Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones
- Ensuring all members of staff need to have a clear knowledge of their roles and responsibilities for the team
- All staff must go through an induction programme ensuring they understand the ECB "Safe Hands Policy"

#### **Ensuring there is a 'Club Home Contact' (a member of the club who is not travelling away and who has been appropriately vetted) who will act as a contact point in an emergency. Ensuring that the Club Home Contact is provided with the following information to enable them to fulfil their role should they need to:**

- Names of all 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 to the home club

#### **The appointed Team Manager will ensure that detailed trip planning takes place including the need 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)





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- Conduct a risk assessment. Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip
- Ensure that children are not placed in situations which expose them to an unacceptable level of risk
- Analyse insurance cover required
- Check the Club's insurance policies for clarification of cover for matches away from the home club especially in relation to the supervision of children
- Ensure sufficient time is allowed when planning a trip to allow for all requirements to be completed

## **The following guidance and protocols will followed as needed:**

Concerning the general safeguarding of players:

- The Team Manager must ensure players are safe throughout the tour
- Players must know the whereabouts of staff at all times
- Staff are to be made aware 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 will:**

- 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 ECB incident reporting form
- Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord's
- Contact the Club 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

## **Missing Children Policy Statement**

A child going missing is an extremely traumatic experience – 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 any of Enfield's teams but if they do it is important to remember that most children are found within a few minutes of their disappearance.

## **Enfield Cricket Club will follow the ECB guidelines as set out below:**

If a child, for whom Enfield Cricket Club ("the club") has responsibility, goes missing, the following actions will be taken:

- All other children in the club's care will be looked after appropriately whilst a search for the child concerned is organised



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- The child's parents/carers will be advised of the concern, either face to face if they are present at the event or by telephone by an appropriate person to. It is important to reassure the child's parents/carers that the club is doing all we can to locate their child. Remember the child may contact the parents directly so this action is very important
- Areas to be searched by all available responsible adults will be organised. This will take a short time to organise to ensure that all places are searched fully
- Searchers will be sent immediately to all exits of the venue to ensure that the child has not left, and also to any obvious potential danger spots such as nearby lakes or rivers
- The area around which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds will be searched thoroughly
- All those searching will be requested to report back to a nominated adult at a specific point
- This nominated person will 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
- The Police should be notified no later than 20 minutes after the child's disappearance is noted, even if the search is not complete
- Any further action recommended by the police prior to their involvement should be followed – 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 Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Safeguarding Team

## Photography and Video Camera Policy Statement

**Enfield Cricket wishes to ensure photography and video footage taken within cricket is done so appropriately.**

We do not believe that parents and carers should be prevented from taking pictures of, or filming, their children as these are normal family practices and help mark milestones in a child's life. We believe that the introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in any club.

The club is keen to promote positive images of children playing cricket and is not preventing the use of photographic or videoing equipment. Photographs are considered 'personal data' in terms of the Data Protection Act. Consent from either the child, adult, or both should be sought before capturing, sharing or publishing images where a child can be identified, including posting on the club's website etc. In addition, as with all personal data, it should be processed in accordance with the principles laid out in the Data Protection Act, and other relevant legislation and guidance.

It is important to be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. As a club we should be vigilant about this. These individuals could attend the local cricket club allowing people to presume they are related to a child involved. Should anyone, whether a child or an adult, have any concerns during an event these should be reported to a club official or the event organiser.

It is also possible that if a picture and name was placed in the local paper, on the club website etc., this information could be used inappropriately. It is for this reason that we follow the ECB guidance that a child's picture and name should not appear together. There may be other reasons why individuals may not wish their child's photograph to be taken by someone they do not know personally, for example estranged parents looking to gain access to a child, or families that have fled abusive situations. As such it is imperative that parents/carers are offered the opportunity to withhold consent for photographs/filming of their child.





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As a club we will do this by:-

- Ensuring that photographs/images are not 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
- If no consent has been given for a child on the player profile 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 Club Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern
- In the event of a cricket tournament/festival/event/competition a camera registration book will be set up for parents to complete to ensure that all cricket clubs as well as tournament/festival/event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below:

Use of images of children (for example on the web, in the media or in league handbooks):

- Parental permission to use the child's image should be sought and, wherever possible, the image should be shown 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 the club;
- The child's permission to use their image should be sought. This ensures they are aware of the way the image is to be used to represent cricket and the club;
- If the cricketer is named, avoid using their photograph;
- If a photograph is used, avoid naming the child
- Only images of children in appropriate kit (training or competition) will be used, to reduce the risk of inappropriate use, and to provide positive images of the children;
- The reporting of inappropriate use of images of children will be encouraged. If you are concerned, report your concerns to the County or Club Welfare Officer.

Using video as a coaching aid:

The use of video equipment as a legitimate coaching aid is permitted. However, players and parents/carers will be aware that this is part of the coaching programme, and material taken in connection with coaching, will be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.

All parents/carers and children must provide written consent for the use of photography and video analysis.

## **Safeguarding Policy Statement**

Enfield Cricket Club ("the 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 Club Welfare Officer and ensuring they attend all current and future training modules required by the ECB



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- 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 Club 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 Club Welfare Officer \*

\*Details of the County Welfare Officer will be made available, in case the Club Welfare Officer is unavailable, or the concern relates to the Club 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

## Social media, text and email Policy Statement

Social Media, when used properly, can be exciting and opens up a lot of opportunities. However at times it can seem strange and even intimidating for people who did not “grow up” with it. Facebook, Twitter, texting iPhone messaging, online gaming and personal emails are everywhere. By following some simple guidelines potential pitfalls can be avoided and Social Media can be safely used as a promotional tool and as a means of communication for the club.

### Club Officials/Coaches/Managers

Facebook and Twitter accounts are great for promoting the club and cricket in general in addition to being a fun way to unwind and stay in touch with friends. However it is essential to keep these two worlds separate. You should have separate cricket club related and personal pages. All contact with players should be through the former and should be strictly relating to training, coaching, matches and cricket related activity. The privacy settings on your personal account should be adjusted so that the content is only visible to accepted “friends”. This will keep younger players safe from unsuitable material and minimise the risk of your online interactions being viewed with suspicion.

Younger players may see you as a friend and may request to be your “friend” on a social media site, you should always direct them to the cricket club related page and keep all contact professional. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also extremely important to be mindful of any contact you post online via the cricket club related page; remember:

- You are representing the club
- Your communications should conform to “Safe Hands” policy and guidance. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children
- If you wouldn’t put it on the club notice board, it doesn’t belong on the club’s social media pages



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- You should have 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

If you are in charge of a social media page for your club, league, panel etc., and further guidance is available from the Child Protection in Sport Unit (CPSU):

[http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/social\\_networking\\_services\\_wdf69029.pdf](http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf).

Texts and emails: contacting Under 18 players

The Children Act defines a person under the age of 18 years as a child.

You should make arrangements for fewer than 18s via their parents or carers; this includes text and email messages.

In the case of over 16s this may not be ideal for you or the parents or carers. Therefore an acceptable exception to this rule is to text or email the parent or carer and to copy in the 16 or 17 year old, with the parent or carer's prior consent. This will mean that the parents or carers are able to monitor communications but the 16 or 17 year old receives the information directly. If you receive any responses from the 16 or 17 year old that appears inappropriate these should be brought to the attention of the parent or carer.

Engaging in individual text or email conversations with a 16 or 17 year old should not be entered into without the parents or carers receiving the same messages from you.

Any contact with children should be in relation to coaching, matches cricket related activity.

Social Media: Do's and Don'ts

Coaches/Managers/Clubs DO

- Have separate social media accounts for cricket club 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/Clubs DO NOT

- Send text messages to juniors – make arrangement via their parents or carers
- Send private messages to children and young people via social media
- Invite or accept children and young people to become "friends"
- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way

Adult players in Open Age teams

Please be mindful of who may have access to material you share via social media, including Facebook, Twitter and other platforms.

If you have any 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 your Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding Team – email [safeguarding@ecb.co.uk](mailto: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.

ECB Guidance for Parents/Carers and children/young people on the use of Social Media. Texts and email



# Enfield Cricket Club – Club Mark Document



This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this with us.

## Parents/Carers

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It's a great place for them to learn, to have fun and to chat with their friends. Of course, their safety, whilst doing this is of paramount importance.

Remember: It is against Facebook's rules for your child to have an account if they are less than 13 years old. This is to prevent them from being exposed to potentially inappropriate and harmful content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents and carers:

<http://www.facebook.com/safety/groups/parents/>.

There are some key tips which can significantly help to reduce the risks involved with social media and the internet:

- Ensure that your family computer is in a main living area and that the screen is positioned so that you can see what's going on

Google have some more advice on their family safety pages:

<http://www.google.co.uk/familysafety/advice.html>

Most important of all is that your child feels that they can talk to someone if they are being bullied online or if they have been exposed to something that makes them upset or uncomfortable.

You may want to look the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers:

<http://www.thinkuknow.co.uk/Parentsold>

Provide the club with your email and/or telephone number to receive texts and emails regarding your child's matches and training if the club requests this.

## Parents/Carers DO

- Make sure that you are aware of who your child has contact with online and via text
- Be aware of the ECB and the club's expectations for coaches and social media
- Talk to your children about using social media
- Provide your mobile number/email address if requested so that the club can contact you

## Children and Young People

The internet is a great place to learn and to have fun with your friends. The best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet or speak to people online or by text:

If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests

Sometimes people aren't who they say they are. If you are not 100% sure DON'T risk it

Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos

If someone is sending you messages or texts that you are worried about, you should tell your parent/carers, an adult you trust, your teacher or your club's welfare officer

- Remember your coach is a professional, just like your teachers. They should not be your friend on Facebook and should not be texting or messaging you
- You can expect them to make arrangements for coaching and matches via your parents or carers
- Bullying can happen online too and is known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust



# Enfield Cricket Club – Club Mark Document



- Don't be afraid to tell someone if you have concerns
- Have a look at the Think You Know page on the internet for more information about staying safe online:  
<http://www.thinkuknow.co.uk/>

## Young People DO

- Keep your photos and personal information private
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket
- Tell a professional or an adult that you trust if you are worried or concerned about online behaviour or unwanted contact/communication

## Young People DON'T

- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
- Accept any friend requests from people you don't know or you feel uncomfortable accepting

## Transport to and from matches Policy Statement

Enfield Cricket Club ("the 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:

- Ensuring all parents/carers are notified in writing of "pick up and collection points" for travelling to away games. The "pick up and collection point" will be Car Park, Enfield Cricket Club.
- Notifying all parents/carers of their responsibility to ensure that their child(ren) to provide their own transport for their child to attend an away match
- In the event that the parents/carers are unable to provide their child's transport there will be a facility for a small number of children to travel to away matches with coaching staff.
- Ensuring all parents/carers are provided with relevant contact details to facilitate coaching staff being notified of a child being late for an away match or being unable to attend an away match
- Ensuring that all parents/carers details are kept up to date in the event that contact is required e.g. in the event that child not collected at end of game, child injured during game
- In the event that a child is not collected either at the end of the away match or at the end of a training session/home game the parents/carers will be contacted and the child returned to the Home Club by the coaching staff to await collection by the parent/carer as soon as possible

**\*Please note the club cannot accept responsibility for getting your child to away matches**