



SOUTHOWRAM CRICKET CLUB

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Chairman: Ian Uttley

Child Protection Policy

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Child Welfare

Southowram Cricket Club has adopted the England and Wales Cricket Board (ECB) "Safe Hands-Welfare of Young People in Cricket Policy" 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 Young People. It is committed to ensuring that there are correct and comprehensive reporting procedures, by promoting good practice and sound recruitment procedures for all individuals working within the club. This policy applies directly and indirectly to all individuals working within the club according to their level of contact with Young People in Cricket.

Policy Aims

The aim of the Southowram Cricket Club Child Protection Policy is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of Southowram Cricket Club

Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Policy Statement

Southowram Cricket Club will undertake to make appropriate provision for children and young people in accordance with the following statements:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

A child is defined as a person under the age of 18 (The Children Act 1989).

The Child Welfare Officers

The Club Welfare Officers with responsibility for the young members are:

Alan Veal Home: 01422 330727

Mobile: 07870 805983

Sharon Nutbrown Home: 01422 344933

Mobile: 07864 128192

The Club Welfare Officers will:

- Act as the first point of contact for the reporting of Child Welfare and Protection concerns.
- Help and safeguard Young People by assisting in the promotion and implementation of the Welfare of Young People Policy at a Club level.
- To assist in the raising of awareness of others at the Club in respect of Child Protection.
- To be a source of advice and information within the club.
- To uphold confidentiality, as far as is practical in all Child Protection matters.
- To liaise with the County Welfare Office when appropriate.

Southowram Cricket Club Good Practice Guidelines

- Always work in an open environment avoiding private or unobserved situations and encouraging open communication.
- Always treat all young people/disabled adults equally with respect and dignity.
- Always put the welfare of each young person first.
- Always maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Build balanced relationships based on mutual trust and empowering children to share in decision making.
- Make sport fun, enjoyable and promoting fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. If it is difficult to maintain hand positions when the child is constantly moving, young people should always be consulted and their agreement gained.
- Keep up to date with technical skills, qualifications and insurance.
- Involve parents/carers wherever possible. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensure that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff.
- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Always be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Secure parental consent in writing, if the need arises, to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental consent if club officials are required to transport young people in their cars.
- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking or dropping off a child to an event.
- Never engage in rough physical or sexually provocative games, including horseplay.
- Never share a room with a child.
- Never allow or engage in any form of inappropriate touching.
- Never allow children to use inappropriate language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature for children or disabled adults that they can do for themselves.
- Never invite or allow children to stay with you at your home unsupervised.

Guidelines for Club Changing Facilities Policy

The Southowram Cricket Club has applied the following guidelines, which apply to Adults and Young People (under the age of 16) sharing changing facilities:

- Adults should try to change and shower at separate times to Young Players.
- If Adults and Young Players need to share a changing facility, the Club must have consent from the Parents that their child/children can share a changing room with adults in the Club.
- If Young Players are uncomfortable changing or showering with Adults, no pressure should be placed on them to do so. Encourage them to do this at home.

Use of Photographic/Filming Equipment

Southowram Cricket Club recognises the need to ensure the welfare and safety of all Young People in Cricket. As part of our commitment to ensure the safety of Young People we will not permit photographs, video images of Young People to be taken or used without the consent of the parent/carer and the Young Person.

Southowram Cricket Club will follow the guidance for the use of images of Young People, as detailed within the ECB Welfare of Young People Policy.

Southowram Cricket Club will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of Southowram Cricket Club. If you become aware that these images are being used inappropriately, you should inform the Child Welfare Officers immediately.

Recruitment and Training of Volunteers

Pre-selection checks must include the following:

- All volunteers should complete a self-disclosure form. This will elicit information about a volunteer's past and a self-disclosure about any criminal record.
- Consent should be obtained from a volunteer to seek information from the Criminal Records Bureau.
- Evidence of identity should be provided (eg passport or driving licence with photo).

All volunteers should receive formal or informal induction, during which:

- A check should be made that all self-disclosures have been made in full (including sections on criminal records).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to Southowram Cricket Club's Code of Ethics and Conduct.
- Child protection procedures are explained and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Incidents That Must Be Reported/Recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a player
- If he/she seems distressed in any manner
- if a player appears to be sexually aroused by your actions
- if a player misunderstands or misinterprets something you have done.

Responding To Allegations or Suspicions

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

Action

Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice, the Child Welfare Officers will deal with it as a misconduct issue.

If the allegation is about poor practice by a Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Executive Committee of Southowram Cricket Club who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse:

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Welfare Officers, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Child Welfare Officers will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Child Welfare Officers should also notify the Executive Committee of Southowram Cricket Club, and together with the Child Welfare Officers, they will deal with any media enquiries.

If a Child Welfare Officer is the subject of the suspicion/allegation, the report must be made to the Executive Committee of Southowram Cricket Club who will refer the allegation to social services.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Welfare Officers or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Concerns outside the immediate sporting environment (e.g. a parent or carer):

- Report your concerns to the Child Welfare Officers, who should contact social services or the police as soon as possible.
- See below for the information social services or the police will need.
- If the Child Welfare Officers are not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Child Welfare Officers will decide how to involve the parents/carers.
- The Child Welfare Officers should also report the incident to the relevant governing body.
- Maintain confidentiality on a need to know basis only.
- See below regarding information needed for social services.

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- the Child Welfare Officers
- the Executive Committee of Southowram Cricket Club
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

The Child Welfare Officers will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Executive Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Executive Committee must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Declaration

On behalf of Southowram Cricket Club we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Name:

Alan Veal

Name:

Sharon Nutbrown

Position at Southowram Cricket Club:

Child Welfare Officer

Date:

Position at Southowram Cricket Club:

Child Welfare Officer

Date:

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