

Arundel Castle Cricket Foundation Safeguarding Policies and Procedures

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1. Definitions. (Terms are defined in the order in which they appear in the document.)

‘The Foundation’ means the Arundel Castle Cricket Foundation (registered charity no 1150351).

‘The Policies’ means the Foundation’s Safeguarding Policies and Procedures as set out in this document as reviewed annually by the Foundation’s Trustees.

‘The Memorandum of Understanding’ means the document drawn up by the Foundation to be exchanged with Visiting Groups (as defined) in which the overall responsibilities of each party to the other are set out.

‘Risk Assessments’ mean written analyses of risks pertaining to the activities of Visiting Groups at the Foundation’s premises, both as drawn up by the Foundation and by Visiting Groups.

‘Visiting Groups’ means schools and other institutions which visit the Foundation, and their staff and students.

‘The Welfare Officer’ means James Rufey, Chief Operating Officer , telephone 01903 882462 Email james@arundelcastlecricket.co.uk

‘Safe Hands’ means the detailed safeguarding guidance documentation published by the England and Wales Cricket Board (ECB) entitled ‘Safe hands Policies for safeguarding Children’ as amended from time to time.

‘The Sussex Safeguarding Officer’ means the officer appointed by the ECB to oversee and guide clubs in Sussex in respect of safeguarding matters; the present job holder is Mr Eddie Hick.

‘Group Leader’ means the individual identified by the Visiting Group as having overall responsibility for the group.

2. Introduction to the Foundation

The Arundel Castle Cricket Foundation was formed and registered as a charity in 1986 (**Reg. Charity No 1150351**). Its purpose is to enhance the development and education of young people (mainly aged between 7-19 years) with a special emphasis upon the disadvantaged and those deprived of opportunity.

Over the years, the Foundation has focused strongly on inner city regions nationwide, and particularly London's boroughs, where it has determined the need has been greatest. It has used cricket and its associated activities as the media for achieving its objectives. The Arundel Castle Cricket Ground in West Sussex has provided the heart for the project and it is to this world-famous ground that the youngsters have come. Here the Foundation has outstanding outdoor facilities, an indoor school and a well-appointed pavilion from which it can provide catering for the purpose.

In addition to an experience offering cricket, the Foundation also conducts regular tours around Arundel Castle and its gardens, a facility that is well used by children with special needs and wheelchairs. Trips to the seaside at Littlehampton are all part of the routine and games of cricket on the beach a frequent occurrence. Crabs and seashells are much sought after and occasionally the local fishermen land a fish.

For many years, the Foundation has operated a now well-established Special Needs Programme. This includes about 40 visits a year from schools serving the needs of children with a range of disabilities – physical and emotional – plus severe to moderate learning difficulties. More than six hundred children visit the Foundation each year.

Groups welcomed to Arundel by the Foundation consist of young people and their teachers, group leaders and carers. The activities at Arundel, be they based around cricket or other trips, will be staffed both by the teachers, group leaders and carers who have accompanied the groups, and by Foundation staff. Jointly, they plan and manage the activities for the maximum benefit and enjoyment of the young people. Jointly, too, they have responsibility for their safety during their visit.

3. Other Corresponding Documentation and its scope

The Policies should be read in conjunction with the Memorandum of Understanding and the Risk Assessments, which are annexed to this document as Appendices a and c.

The Memorandum of Understanding sets out the different areas of responsibility between the Foundation and the Visiting Groups.

The Risk Assessments set out, to the best of the knowledge and belief of the Officers of the Foundation and the Visiting Groups, the risks to the members of the Visiting Groups of the activities undertaken during their visits.

Visiting Groups undertake their own Risk Assessment in relation to their visit, just as the Foundation conducts its own assessment. A copy of the Foundation's Risk Assessments will be sent via email to Visiting Groups on the confirmation of a visit. The group leader for Visiting Groups will be responsible for all pupils for the duration of their visit. The Risk Assessments will cover not solely activities at the Foundation's premises but also visits to other popular local sites, such as Arundel Castle, Arundel Castle Gardens, the Littlehampton Beach and the Arundel Town Cricket Club.

The Foundation does not provide its own Risk Assessments in respect of the accommodation at Goodwood or Lodge Hill, the two accommodation sites for Visiting Groups. Risk Assessments relating to these sites are provided to the Foundation and Visiting Groups are expected to follow the guidance and procedures of these sites on arrival and for the duration of their visit.

4. Overall Policy Statement

The Foundation is committed to ensuring all children (i.e. all persons under the age of 18) participating in cricket and other activity have a safe and positive experience.

The Foundation will do this by putting systems in place to secure that reasonable steps are taken in:

- recognising all children participating (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 for the Foundation provide a welcoming, safe, and fun experience for children.
- adopting and implementing Safe Hands.
- appointing the Welfare Officer and ensuring he attends all current and future training modules required by the ECB.
- ensuring all people who work for the Foundation who come into contact with children through its activities understand the requirements of Safe Hands and how it applies to them.
- ensuring all individuals working at the Foundation are recruited and appointed in accordance with ECB guidelines and relevant legislation.
- ensuring all individuals working at the Foundation 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
- ensuring the name and contact details of the Welfare Officer are available, both as the first point of contact for teachers, group leaders, carers, children, volunteers and staff within the Foundation as a source of advice for ACCF and its Trustees, as the main point of contact within the Foundation for the Sussex Safeguarding Officer and the ECB Safeguarding Team and, finally, as the main point of contact within the Foundation for relevant external agencies in connection with child safeguarding
- ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns in an appropriately secure manner on a need-to-know basis.
- providing an environment where the views of teachers, group leaders, carers, children, parents and volunteers are sought and welcomed on a range of issues. This will help the Foundation 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 Welfare Officer.
- ensuring details of the Sussex Safeguarding Officer will be made available, in case the Welfare officer is unavailable, or the concern relates to the Welfare officer.
- ensuring all suspicions concerns and allegations are taken seriously and escalated swiftly and appropriately to appropriate officers, without individuals first seeking to verify or investigate the matters themselves.
- 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 ACCF Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures.

5. Points of Contact

The key points of contact are as follows:

The Welfare Officer is James Rufey telephone: 01903 882462 Email: james@arundelcastlecricket.co.uk

The Foundation **Trustee** in charge of safeguarding is Richard Pyman

The Sussex Safeguarding Officer is Eddie Hick: eddie.hick@sussexcricket.co.uk

ECB Safeguarding may be contacted by email - safeguarding@ecb.co.uk

6. Individual Policies

Introduction

The Foundation has adopted Safe Hands.

Safe Hands is an extensive and comprehensive document setting out at some length the many aspects of safeguarding which apply to cricket clubs. It offers guidance to club officers and Trustees in all aspects of child protection. The Policies are to a significant extent based on guidance in Safe Hands, but they represent the Trustees' views of what elements of Safe Hands are most relevant and applicable to the activities of the Foundation. The Policies are intended to be of a length and complexity proportionate to the Foundation's activities. In the event that a specific set of circumstances were to occur which was not covered by the Policies, the natural point of reference for the Welfare Officer or the Trustees would be the comprehensive Safe Hands documentation.

Safe Hands can be accessed here - <https://www.ecb.co.uk/safeguarding/policy-and-procedures> and <https://www.ecb.co.uk/safeguarding/safeguarding-resources>

The specific areas of particular focus for the Foundation are set out below:

a. Recruitment and Qualification of paid staff and volunteers

All Foundation coaches are required to adhere to the ECB Coaches Code of Conduct and to undergo a DBS check at the level determined by reference to the Safe Hands guidance on 'Roles in Cricket that Require a Vetting Check'. This may be accessed here- <https://www.ecb.co.uk/safeguarding/dbs-checks-ecb-vetting>. However, for ease of interpretation, the guidelines explain the nature of the types of activities which are 'Regulated', namely those involving teaching, training or supervising children frequently, without the constant and close supervision of a vetted and senior partner, and explain that such activities require the individual to have a DBS check and also a Barred List check.

All Foundation coaches, staff and volunteers will be recruited in accordance with these guidelines.

b.) Supervision of Children at cricket sessions and other recreational activities.

The Foundation and the Visiting Groups will ensure that enough adults are present to supervise all participants adequately and be able to manage any incident which may arise. Supervision ratios must be set by the Foundation and the Visiting Groups taking into account both the needs of the participants and the recommendations within Section 3 of Safe Hands. The requirements that mixed gender groups be supervised by at least one member of each gender must be adhered

to, as must the requirements relating to regular drinks breaks and the need for good hydration. The Guidance on Sun Safety within Safe Hands, including the 'OK Sun safety Code', requires coaches and other supervisors and carers to ensure that children always take steps to protect themselves against the risks of exposure to the sun, especially by recommending the wearing of a hat and the application of sun cream of at least factor 30, and must be adhered to.

c.) Responding to Disclosure, Suspicion or Allegations of abuse.

The principal types of abuse- physical, emotional, sexual and neglect- are defined in Appendix b of this document.

There may be a range of reasons why a coach or other member of staff may find it necessary to report concerns, whether in response to something a child has said, something he or she has seen, in response to suspicions of abuse, in response to allegations against a member of staff, volunteer or other member of the community, in response to bullying or in response to any other inappropriate behaviour.

If a child reports abuse to an adult, the adult should stay calm, take the report seriously and listen carefully to the child. The adult should not promise confidentiality but should explain that there may be a need to pass the information on to someone else who will be able to help. The adult should reassure the child that they have done the right thing by reporting the matter and should avoid asking any leading questions.

The adult should record the incident in writing and should on no account approach any person against whom an allegation has been made.

The adult should report the matter to the Welfare Officer. The Welfare Officer's contact details form part of the Policies. If the Welfare Officer is not available, the adult should report the matter to the Sussex Safeguarding Officer.

The 'three R' approach or Responding, Recording and Reporting will be followed. The detail of the information which should be contained within the report is set out in Appendix d.

Within cricket, the reporting structure involves the Welfare Officer for a club reporting alleged abuse to the County Welfare Officer and thence to the ECB safeguarding team. The County Welfare Officer- in the case of the Foundation, the Sussex Safeguarding Officer- will if appropriate report the matter to the Local Authority Designated Officer (LADO).

This section of the Policies is intended to synthesise the most relevant and important points contained within the appropriate section of section 3 of Safe Hands; it does not, however, cover all of the ground covered within that document and it is a requirement of the Policies that all coaches and other volunteers shall have read and understood Safe Hands *in toto* .

d.) Photography Policy

The Foundation wishes to ensure that photography and video footage use during activity is undertaken appropriately and in accordance with all applicable laws. Parents, if present, should not be prevented from taking pictures of/or filming their children. These are normal family practices and help mark milestones in a child's life. However, the introduction of proportionate controls on the use of photographic equipment (cameras, videos, including mobile phones) is an element of general safeguarding good practice.

The Foundation is keen to promote positive images of children playing cricket, and sport in general, and is not preventing the use of photographic or video equipment. However, there may be reasons why individuals may not wish their child's photograph to be taken by someone they do not know personally, i.e. estranged parents looking to gain access to a child.

The Foundation's policy relating to the use of photographic equipment during matches, sessions and other occasions is:

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the children (to be obtained by group leader).
- The children should be informed that a person will be taking photographs.
- The children should be informed that if they have concerns, they can report these to the teachers, coach or group leader
- Concerns regarding inappropriate or intrusive photography should be reported to the Welfare Officer and recorded in the same manner as any other child protection concern.

The Foundation adheres to the following appropriate guidelines relating to publishing of images:

- Ask for the child's permission (or their parents if the child is not able to give valid consent) to use their image. This ensures that they are aware of the way the image will be used to represent the Charity.
- Only use images of children in appropriate kit
- Encourage the reporting of inappropriate use of images of children. Any concerns should be reported to the Foundation Welfare Officer
- Do not include child's name with any image or if named do not use with image.

e.) Changing Rooms and Shower Policy

ACCF has adopted the following ECB Best Practice principles on Changing and Showering Facilities for Children in order to ensure the safety and welfare of children:

1. Adults must not change or shower at the same time using the same facility as children
2. Adults should try to change at separate times to children during matches i.e. when padding up
3. If adults and children need to share a changing facility, the Foundation must have consent from parents that their Child(ren) can share changing facilities with other adults
4. Mixed gender teams must have access to separate male and female changing rooms
5. Mobile phones must not be used in changing rooms
6. Coaching Staff will NOT use the same toilet facilities as children during activity

If children are uncomfortable changing or showering at ACCF, no pressure should be placed on a child to change or shower. Encourage them to do this at home or at their accommodation.

f.) Anti-bullying policy

Statement of intent

The Foundation is 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 charity. If bullying does occur, all children should be able to tell, and know, incidents will be dealt with promptly and effectively. The Foundation is a 'telling' charity. 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.

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. The Foundation has a responsibility to respond promptly, and effectively, to issues of bullying.

Objectives of this policy

- All adults and children at the Foundation should have an understanding of what bullying is
- All visiting officials, teachers, coaching and non-coaching staff should know what the charity policy is on bullying, and follow it when bullying is reported
- As a charity, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

Reporting

Any reports or concerns relating to bullying must be reported to the Welfare Officer who will discuss the matter with the senior member of staff responsible for the child. The group leader will ensure steps are taken to address any issues of bullying in the home authority area. The Welfare Officer will report any incident to the Sussex Safeguarding Officer.

g.) Missing Child Policy

If a child, for whom the Foundation has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure other children in the Foundation's care are looked after appropriately while we organise a search for the child concerned
- Inform the child's parents, **if they are present** at the event, or nominate an appropriate person to telephone and advise them of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully
- Send searchers immediately to any exits at the ground to ensure the child has not left, and to any obvious potential danger spots such as the nearby lake at the bottom of the hill.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas (estate) and the surrounding grounds. Inform Arundel train station.
- Request all those searching to report back to a nominated adult at a specific point
- This nominated person should 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**
- A report should go to the **police no later than 20 minutes** after the child's disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, 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 Welfare officer

g.) Guidance on welcoming & safeguarding children with disability

The ECB is responsible for all cricket in England and Wales and has set out a clear vision to become, and remain, the world's leading Governing Body in providing access to cricket for disabled people.

The Foundation is committed to ensuring cricket and sport in general is open, and accessible, to all members of the community and they are supported to achieve their potential in any capacity whether as a player, employee, volunteer, coach or official. This principle applies regardless of, age, race, disability, ability, gender, religion or belief, sexual orientation or background.

Many children with disabilities or special needs can be welcomed into the game with a sensible approach that involves talking with the child and his or her parents about what their abilities are and what assistance or different arrangement they may need.

Children with disabilities need to enjoy opportunities and experiences open to all children in a safe environment. The ECB and the Foundation are committed to supporting disabled children to be fully involved in cricket and sporting activity through the provision of a range of activities, training and supportive good practice guidance. To help achieve this in cricket we are committed to supporting cricket personnel including coaches, officials and other volunteers to ensure they are inclusive of, and safeguard, children with disabilities.

The ECB and the Foundation are aware that the most valuable resource within the organisation is the staff and volunteers who appreciate the value of cricket for disabled children and are supported to develop the confidence, will, and desire to ensure they can become fully integrated members of the cricket family. In the first instance, the charity should discuss the child's needs and abilities with the child and his or her group leader.

The Welfare Officer should be and is involved in this process. Remember, many children may have hidden disabilities (or special needs) – such as an autistic spectrum disorder or deafness or another condition that is not obvious.

7. Foundation Code of conduct

Arundel Castle Cricket Foundation will respect the rights, dignity and worth of every person within the context of its activity. Staff, coaches and volunteers and all those who work with the Foundation will:

- 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 society e.g. fair play
- Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Place the well-being and safety of children above the development of performance
- Ensure that 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 and / or activity
- Not smoke, drink or use banned substances whilst actively working with children under the care of the Foundation
- Not provide children with alcohol when they are under the care of the Foundation
- 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

In addition to the above, all Officers and Appointed staff will:

- Have been appropriately vetted, if required, before taking on their role
- Hold relevant qualifications and be covered by appropriate insurance
- Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
- Know and understand Safe Hands
- Develop an appropriate working relationship with children and young adults, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player's full consent and approval
- Not engage in any form of sexually related contact with children or young adults. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.
- Attend appropriate training to keep up to date with their role, especially that relating to the Safeguarding of children
- If a breach of the provisions or principles of this Code occurs or is reasonably suspected to have occurred the Foundation reserves the right to take such action as it deems appropriate.

7. APPENDIXES

Appendix A-Memorandum of Understanding

Memorandum of Understanding between: Arundel Castle Cricket Foundation

(The Foundation)

and

Visiting Groups

Aim

The Foundation recognises the importance of Safeguarding Policies and Procedures and their role in ensuring that the visitors to the Foundation have as fulfilling a time as possible with us. In recognition of the shared nature of the oversight, the Foundation has a brief memorandum it shares with visiting schools and institutions, setting out the expectations of each side for such oversight.

Period of Agreement

The memorandum will apply for 2019 only.

Introduction

The Arundel Castle Cricket Foundation was formed and registered as a charity in 1986 (**Reg. Charity No 1150351**). Its purpose is to enhance the development and education of young people (mainly aged between 7-19 years) with a special emphasis upon the disadvantaged and those deprived of opportunity.

Over the years, the Foundation has focused strongly on inner city regions nationwide, and particularly London's boroughs, where it has determined the need has been greatest. It has used cricket and its associated activities as the media for achieving its objectives. The Arundel Castle Cricket Ground in West Sussex has provided the heart for the project and it is to this world-famous ground that the youngsters have come. Here the Foundation has outstanding outdoor facilities, an indoor school and a well-appointed pavilion from which it can provide catering for the purpose.

In addition to an experience offering cricket, the Foundation also conducts regular tours around Arundel Castle and its gardens, a facility that is well used by children with special needs and wheelchairs. Trips to the seaside at Littlehampton are all part of the routine and games of cricket on the beach a frequent occurrence. Crabs and seashells are much sought after and occasionally the local fishermen land a fish.

For many years, the Foundation has operated a now well-established Special Needs Programme. This includes about 40 visits a year from schools serving the needs of children with a range of disabilities – physical and emotional – plus severe to moderate learning difficulties. More than six hundred children visit the Foundation each year.

Groups welcomed to Arundel by the Foundation consist of young people and their teachers, group leaders and carers. The activities at Arundel, be they based around cricket or other trips, will be staffed both by the teachers, group leaders and carers who have accompanied the groups, and by Foundation staff. Jointly, they plan and manage the activities for the maximum benefit and enjoyment of the young people. Jointly, too, they have responsibility for their safety during their visit.

Venue

The Foundation is fortunate to have outstanding facilities - a cricket ground admired the world over and an Indoor Cricket School, which is highly praised by all who use it.

Visiting Groups also utilise a pavilion incorporating two changing rooms, two disabled toilets and separate male and female toilet cubicles. There is plenty of space for parking and clear speed signage, which all Visiting Groups must observe. Kitchen facilities are also available, on request.

The cricket estate is up to standard with all fire and health and safety regulations.

Staff

We have a strong management team and highly qualified, experienced coaches to deliver our sessions. Visiting Groups are welcomed by a member of Foundation staff on arrival. Leaders of Visiting Groups are responsible for their group and must always remain with all members of the Visiting Groups and not leave any individuals unsupervised.

Pre-visit Planning

To help groups prepare for their visit, pro forma risk assessments have been produced by the Foundation and a copy is annexed to this Memorandum. Visiting Groups must carry out their own risk assessments and ensure that the parents/carers of the visitors acknowledge and accept the level of risk identified and the mitigations and contingencies in place.

Catering

The Foundation's caterers, and its kitchen, have a five-star hygiene rating and comply with all legislation. It is the responsibility of Visiting Groups to inform the Foundation of any dietary requirements in advance of its visit.

Duty of care

The Foundation's Safeguarding Policies and Procedures ('the Policies') have been drawn up with advice from the England & Wales Cricket Board (ECB) and its representatives responsible for safeguarding in Sussex. The Policies are based on the ECB's own policies and have been reviewed by a sub-committee of our Foundation board. Once these have been approved by the full board, the Foundation will ensure that the Policies are accessible, updated, and reviewed annually.

The Foundation believes that all children - defined under the Children Act 1989 as being under 18 years of age - have the right to enjoy sport without any form of harassment or abuse and have a positive and enjoyable experience of sport through the Foundation's programme in a safe environment, in the knowledge and confidence that reasonable steps are taken to protect them from abuse and other harm whilst participating in the activity.

We acknowledge our own duty of care in this regard and have put the following measures in place to minimise the likelihood of foreseeable harm. The board has agreed the following:

- to adopt the England and Wales Cricket Board (ECB) 'Safe Hands Policy for safeguarding Children' and may be updated from time to time ('Safe Hands');
- to publish the Foundation's own safeguarding policy statement (see the Policies) ;
- to request Eddie Hick (Sussex Welfare Officer) to conduct a presentation on safeguarding to all staff;
- to follow the Safe Hands reporting mechanism for concerns;
- to appoint and organise the training of a Welfare Officer (James Rufey – ACCF Executive Secretary);

- to ensure that all coaches are members of the ECB coaches Association, and in line with its recommendations, to adopt the ECBCA Code of Conduct;
- to ensure that anti-bullying policies form part of the Policies, together with procedures for dealing with bullying;
- to ensure that the Policies include changing rooms and showering policies;
- to include within the Policies guidance on welcoming and safeguarding children with a disability
- to ensure that the Policies include a missing children policy

A copy of The Policies is attached to this Memorandum. A hard copy of these documents, and Safe Hands, is also available in the office of the Foundation.

DBS checking of coaches and staff

In compliance with England and Wales Cricket Board (ECB) Policies and Procedures, all coaches must provide evidence of the following before commencing work with the Foundation:

- Relevant coaching qualification
- ECB Vetting (DBS Clearance)
- ECB Coaches Association Membership or other (Sport) National Governing Body membership

Insurance

The Foundation has insurance policies in place which will cover the programmes it delivers. A copy of its public liability insurance certificate is available via its office.

Visiting Groups must also ensure that that they are adequately insured.

Summary of responsibility

The Foundation will take appropriate steps to:

1. Ensure the site is safe for all activity
2. Ensure that all coaches are vetted correctly following ECB guidelines
3. Ensure that all equipment is safe to use
4. Ensure that groups are given a safety briefing at the start of their activity
5. Provide master risk assessments (as guidance only)
6. Provide a copy of the Policies, and Safe Hands
7. Have the appropriate insurance policies in place
8. Ensure staff are trained in fire procedures
9. Ensure that the COO or Director is available on-site

Visiting Groups will:

1. Ensure that a member of staff is always with the group
2. Accept overall responsibility for the group
3. Be responsible for all transport (to and from venue) and have the appropriate insurance
4. Conduct their own risk assessment for their visit
5. Ensure that all Visiting Group staff and volunteers are appropriately DBS checked
6. Provide the Foundation with dietary requirements - if required
7. Be responsible for the behaviour of all pupils
8. Ensure that the Foundation is aware of any health condition a pupil may have
9. Raise any issues to the extent that the Policies conflict with their own
10. Otherwise act in accordance with its own policies, procedures and protocols

Termination

The Foundation retains the right to refuse entry or terminate visits where the Visiting Group is in breach of its responsibilities as set out above.

Signed for and on behalf of Arundel Castle Cricket Foundation

Signature

.....

Name

.....

Position

.....

Date

.....

Signed for and on behalf of [Visiting Group]

.....

Signature

.....

Name

.....

Position

.....

Date

Appendix B-Definitions of 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.

Categories of Abuse

Physical Abuse

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 ('Fabricated or Induced Illness' or 'FI').

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.

Emotional Abuse

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.

- 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- 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 (including 'cyberbullying'), causing children frequently to feel frightened or in danger or the exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional abuse in cricket may occur if children are subjected to undue or repeated criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform consistently to high expectations.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

- The activities may involve physical contact including penetrative or non-penetrative acts, and non-contact activities, such as involving children in looking at, or in the production of, inappropriate material including sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

There are situations within all sports, including cricket, in which the potential for this form of abuse exists:

- Some individuals have deliberately targeted sports activities, in order to gain access to, groom, 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 sports people (including children) in vulnerable positions

Neglect

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. It may involve a parent or carer failing to:

- 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 caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples in cricket could include a coach not ensuring that children are safe, exposing them to undue cold, heat or to unnecessary risk of injury. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Common Indicators of Abuse

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. Your concerns may be raised by something you see (or hear) and /or something someone says. If you find yourself wondering if you should share your concerns, the answer is YES!

The following may cause you concern, and may be indicators of abuse and / or neglect:

- 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 (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Unexplained access to material goods, clothes, activities etc.
- Goes missing for periods of time.
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- 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, if a bereavement occurs.

Appendix c)-Risk Assessment template Forms

No.	Activity/plant/materials, etc	Hazard	Persons in danger	Severity 1-5	Likelihood 1-5	Rate	Measures/Comments	Result*
1.								
2.								
3.								
4.								
5.								
*Key to result								
M = Minor risk A = Adequately controlled N = Not adequately controlled U = Unable to decide								

Appendix d.) Detail to be contained within a report in response to a disclosure

Information passed to the ECB, children’s social care, police and/or the LADO (Local Authority Designated Officer) must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. The ECB Incident Reporting Form should be used wherever possible.

Information recorded must include the following:

- Details of the child including full name, age/date of birth, address and gender
 - Details of the parent or guardian and whether they have been informed or not
 - Details of the facts of the allegation or observations
 - Details of the person alleged to have caused the incident/injury including the name, address and date of birth or their approximate age
- A description of any visible bruising or other injuries

- The child’s account, if it can be given, of what happened and how
- Witnesses to the incident(s)

- Any times, dates or other relevant information
- A clear distinction between what is (known to be) fact, opinion or hearsay
- A signature, date and time on the report

All the above guidance & polices are taken from the ECB Safe Hands policy and approved by Sussex Safeguarding Officer – Eddie Hick