



Section 1: Club Policy

1/1. Regulatory Environment and Compliance Obligation

The Club's aim is to adopt high standards of safeguarding care. It is a wide canvas focussing on measures to lessen the risk of physical and emotional abuse and what should be done if there are concerns. In doing so the Club relies heavily on the 'best practice' statements of the cricket and football ruling bodies, the England and Wales Cricket Board ('ECB') and the Football Association ('FA'). The Club has adopted the latest policies and practice guidelines of the ECB – 'Safe Hands', including 'The Safeguarding Kit Bag' (<https://www.ecb.co.uk/about/policies-and-regulations/safeguarding/safe-hands>) and the FA 'Safeguarding Policy and Procedures' (<https://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>). We have also given an undertaking to adopt subsequent amendments, which means that the Club has made a promise to continue to follow best practice.

The 'best practice' statements of the ruling bodies cover a wide range of topics including optimum pitch sizes and protective gear. These are all binding on the Club to the extent they are mandatory best practice, but they are not listed in this Club Policy, rather a link is provided to the narrative. Some of the requirements, particularly where some practical guidance maybe necessary, are referred to in this Club Policy.

It is recognised that the Club has a wider community remit than cricket and football. It looks to best safeguarding practice for all its activities.

1/2. Scope

Safeguarding covers all aspects of the safeguarding of members' participation in authorised club activities, including but not necessarily restricted to:

- The monitoring of Government, health authorities and the ECB and FA announcements and recommendations on health pandemics which have and will continue to be communicated prominently to members.
- The identification of and compliance with appropriate policies and procedures to meet the regulatory requirements of the cricket and football ruling bodies, including disciplinary processes and related obligations, including the ECB's 'Safe Hands Management System' and the FA's 'Charter Standard' requirements.
- Ensuring that Club Officials and Members are fully aware of their obligations, that the Club carries out and evaluates required assessments and evidential processes to demonstrate that these obligations are met.

- Membership and volunteering including risk assessments, training, first aid and health & safety generally, volunteer screening including DBS checks, third party references and commendations.
- Management of adult and junior cricket and football coaching and matches including selection.
- Social and special events including community initiatives and UK and overseas tours.
- Safeguarding including emotional wellbeing and mental health generally and child and vulnerable adults' protection.
- Communications and document retention both between club members and externally, having regard to confidentiality and Data Protection legislation

1/3. Approval and Awareness

The Wanstead & Snaresbrook Cricket Club Safeguarding Policy (referred to as the "Club Policy") has been approved by the Management Committee of the Wanstead & Snaresbrook Cricket Club that has incorporated the Snaresbrook Football Club, (referred to as the "Club"). This policy requires a high profile of awareness. The Club Policy and details of the management organisation, coaches and other personnel involved in the provision of club activities will be displayed on the Club's website.

1/4. Membership: Rights, Obligations and Charters

Club members are bound by the Club Policy as a condition of their membership. Parents (an expression that includes legal guardians and child carers) of any junior member are responsible for the action/s of that junior member.

Only members or club guests will be allowed to participate in club activities. Attendance registers will be kept and maintained on busy practice sessions and or when mandatorily required for health monitoring purposes, for example as part of 'track and trace' legislation. Members must register their presence at the practice session before it commences. They may be asked to produce identification and any failure to do so may result in that member's termination of their participation in that event and/or future club events.

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs, except as a necessary consequence of the requirements of the sport.

It is recognised that junior members under the age of eighteen and disabled members are particularly vulnerable and safeguarding their wellbeing will be of paramount importance.

The Club expects high standards of conduct, both on and off the field, from all their members. A condition of membership is that members acknowledge and accept the Members' Charter (referred to as the "Members' Charter" in Appendix A below) and for junior members their parents (an expression which includes legal guardians and child carers) acknowledge and accept the Family Charter (referred to as the "Family Charter" in Appendix B below). Guests are also expected to support the Club and volunteers in this regard by displaying integrity in relation to all aspects of Club conduct.

The conduct of players and club appointed officials at cricket and football matches should meet acceptable standards of behaviour. To reinforce its resolve in relation to adult cricket, the Club has established and will maintain an internal disciplinary procedure to ensure that conduct meets 'best standards'.

Unacceptable behaviour includes substance abuse, bullying, verbal abuse (so called "sledging") and any other form of bad sportsmanship or conduct. For the avoidance of doubt any substance abuse by any member or their guests at the Club's activities at any location will not be tolerated.

1/5. Health – Physical and Mental Wellbeing

The Club wishes to support the development of players of all abilities including, and whenever possible, those with health and learning difficulties. It is a requirement that appropriate medical advice relating to juniors must be first obtained and given to the appropriate club member responsible for deciding whether that member can participate in that match and the club shall rely on the information from parents in this regard.

It is a condition of junior membership that parents provide any relevant information (medical or otherwise) about their child to the Club. This is to be done on the membership registration form. Any developments and changes in medical circumstances must be notified to the Head of Junior Cricket in writing as soon as it is known.

Wherever practical, more than one adult should be in attendance when administering first aid. First aid equipment will be available at the Club's premises and be maintained by a member of The Panel (referred to in 1/7 below) and adult team captains and junior managers and coaches should, if possible, carry and maintain a first aid kit at away fixtures or away coaching venues. Wherever practical a member of the Safeguarding Team (referred to in 1/7 below) should attend busy coaching and match events and provide a first aid/safeguarding presence.

An accident/incident report, which should be retained for a minimum period of twelve months and which can be recorded electronically, is to be completed, normally by an adult team captain or junior team manager or coach on any player injured. Parents of juniors should be informed of any injury or illness. Whenever there is potentially serious injury or illness, particularly if contagious illness is suspected, the Club Safeguarding Officer should be immediately informed.

Junior managers and coaches and members of the Safeguarding Team will be required to attend first aid including defibrillator training courses to be arranged by a Panel Member. Adult team captains and other volunteers are also encouraged to do so.

1/6. Volunteers: Selection, Training, Screening and Confidentiality

Attention is drawn to the Club's policy on Volunteering: General Principles & Policy Guidelines (https://www.wansteadcricketclub.co.uk/pages/page_15043/Volunteering.aspx), which identifies key features that are addressed in seeking to provide a rewarding volunteer recruitment, training, and development programme.

Volunteers (a description which includes all team managers, coaches, regular club umpires, scorers, other appointed adult helpers and adult team captains) must always

display high standards of sportsmanship and conduct. Volunteers are expected to act as club ambassadors and should always lead by example.

The Club's Volunteer Steering Group ("VSG"), on which the Club Safeguarding Officer or his nominee is required to be a member, is responsible for ensuring that volunteers are appropriately briefed on the Club's Policy and that they receive appropriate training where required. The VSG is also responsible for advising on the suitability of volunteers for a role, but not deciding on major volunteer appointments. Volunteers appointed to act as club adult captains and vice captains and club adult appointed officials shall be formally approved by the Cricket Secretary. Volunteers appointed as managers and/or coaches of juniors shall be formally approved by the Head of Junior Cricket

1/7. The Panel or Safeguarding Support Team

The Safeguarding Panel (referred to in 2/2 below) shall determine the requirement of screening for volunteer suitability, for example police screening and/or other references. The Panel will be guided by the VSG which is responsible for conducting one to one interviews for many volunteer appointments. Additional references/screening may be required for volunteers unknown to the Club as the VSG may determine.

Young volunteers from thirteen years of age (school year 8) and older will be encouraged to participate in the Club's Junior Volunteers' Accreditation Scheme ("Junior Volunteers") and where appropriate obtain recognised coaching qualifications. The Head of Junior Cricket (and the equivalent role for football) or his/her nominated assistants will have responsibility for deciding who is permitted to coach and the content of coaching programmes.

Where required, volunteers should seek recognised coaching qualifications and they are responsible for attending refresher courses (in-house club ongoing training and/or external courses), keeping registrations and related insurance cover up-to-date and informing The Club Safeguarding Officer and The Head of Junior Cricket of any relevant matters relating to their suitability to continue in their role as volunteer. The Panel will be responsible for monitoring this process.

The interview and/or screening of volunteer suitability must be undertaken in a highly confidential way with care over document retention. Members and particularly volunteers will at times have access to personal information and they should be advised by the Club Safeguarding Officer on the Data Protection legislation obligations relating to the dissemination and archiving of such information.

The Club Safeguarding Officer or his/hers appointed representative will be responsible for compliance of the Club's responsibilities for the submission and ongoing integrity of the ECB's 'Safe Hands Management System' and FA's 'Charter Standard' requirements and Data Protection legal obligations.

1/8. Premises, Coaching and Playing Environment

Wherever practicable volunteers should avoid being alone with a junior in the changing rooms or working with a junior in completely unobserved areas.

Everyone involved in club activities has a responsibility towards health and safety including safeguarding. Coaching and playing areas will be made as safe as possible whenever and wherever reasonably practicable.

No junior will be allowed to play hard ball cricket without appropriate adult supervision. Specifically, practice in the nets can only be conducted with the authority of team managers or coaches. Otherwise, attendance in the net area by any member is prohibited. Appropriate protective clothing and kit must always be worn. For protection against the sun, suitable drinks must be taken, and appropriate sun cream applied, and caps or hats must be worn (see dress code below). Volunteers have the right to prohibit any junior from playing or practising if they are not satisfied that any of these requirements is met.

Junior members are encouraged to have their own kit. The Club cannot accept responsibility for loss of personal items of clothing or other items, which should be labelled with the member's name.

Where younger juniors require help with dressing, two adults should supervise, whenever possible.

Discrete and practical arrangements will be followed in respect of the use of changing facilities where juniors play in adult cricket or football or where mixed male and female teams are involved. Where possible, separate changing rooms will be used but where this is not practical it may be necessary for players to change at home or to use suitable toilet facilities. Where male juniors share changing facilities with adults it is to be regarded as best practice for adults to give juniors the opportunity to change first and leave before adults change or shower. Mixed male and female changing facilities are prohibited. The attention of parents is specifically drawn to the practical issues arising from these arrangements.

Where any coach provides private coaching to club members either at the club's premises or other venues, the arrangements must be a matter of private agreement between the parties that do not involve the Club.

1/9. Match Selection of Juniors and Adults

Membership of itself does not necessarily entitle any member to automatic selection or to any level of involvement in matches.

Juniors over the age of twelve may be eligible for selection for adult matches. Parents will be consulted before juniors are selected.

The Club will agree and publish the conditions under which juniors are selected to play in adult cricket, so called 'mixed age cricket'. The Head of Junior Cricket will be responsible for communicating this policy and the Cricket Secretary/Head of Women's and Girls Cricket has responsibility for administering the said policy and keeping the Head of Junior Cricket informed of any issues relating to the suitability of any junior playing or continuing to play in mixed-age cricket.

1/10. Parental Supervision and Transport

Parents, or their nominated adults, are responsible for transporting juniors to the

Club's premises or other venue wherever the match/club activity is to be held and collecting them at the end of sessions. Supervision outside these times is also a parental responsibility. Juniors under the age of ten must not be left unsupervised at any time. It is emphasised that parents, or their nominated adults, are always responsible for the transport arrangements of their children.

1/11. Sports Physical and Psychological Development.

The Club's approach to player development recognizes the need for adequate levels of physical fitness and the potential introduction, and extension, of mental skills and mental toughness training. With an emphasis on positive growth and development to enable players to be the best they can be, appropriate in-house or external expertise may be necessary to help address the many unique physical and psychological demands of cricket and football.

Arrangements with externally recruited sports consultants will be subject to written agreement between the Club and consultant and such agreement must require high ethical standards.

A minimum level of fitness is required to play cricket and football, particularly in competitive matches. Junior team managers or the Head of Junior Cricket or a football coach of similar standing should discuss this with parents when considering their progress and future development. If the Club has reason to believe that there may be a potential problem, for example a physical or mental disability or eating disorder, the Head of Junior Cricket should be consulted before the issue is discussed with the parent. A Panel Member with medical experience may be able to provide guidance to the Club but under no circumstances should medical advice be given to members. The Club's aim is to support all members and their families so that the member can participate safely in the sport irrespective of their abilities.

Parents who do not wish their children to take part in coaching sessions involving sports psychology, delivered either by external sports psychologists or club coaches, must inform The Head of Junior Cricket (or the equivalent for football) and take responsibility for personally supervising their exclusion.

1/12. Photography, Video Recordings, Mobile Phones and Social Media

No unauthorised photography or video recordings will be permitted. The Club may authorise the taking of photographs for appropriate use in newspapers, clubhouse displays, website reports and the use of video recordings for coaching purposes. Parents who do not want their children to participate in authorised video recordings or photographs must inform The Head of Junior Cricket or football equivalent and take responsibility for personally supervising the exclusion of their child/ren.

The Club will make appropriate arrangements for the secure and confidential retention of pictures and video recordings and related coaching assessments. Such video recordings, which are the property of the Club, are subject to Data Protection legislation but they may be used for in-house training purposes, and sometimes with parental permission for PR purposes, but otherwise will be restricted to players and their families and relevant coaches.

Video recording and the taking of photographs in dressing rooms is prohibited. Mobile phones which may have cameras should not be turned on in dressing rooms. It is strongly recommended that such mobile phones are not brought into dressing rooms.

Caution must be exercised on the communication on social websites and written media of offensive and inaccurate information and information that may have copyright implications including the redistribution and passing on of such information. Specifically, members should not make any public or media comment which is detrimental to the Club, its members, other clubs, players, umpires and officials, guests or the game in general. The expression 'media' shall include press, radio, television, external including video recordings and interviews, and the Club's websites, social networking sites and club communications.

Live streaming of junior matches is prohibited unless the agreement of parents/guardians of all players involved in the match is first obtained.

Where pictures or videos of children are published, it is not permitted to indicate the child's name as a caption or in an accompanying article without their parents' expressed approval

Where an adult Volunteer wants to contact a junior member under the age of eighteen the communication should be made to the child's parent. There are some practical issues that may require a different approach, for example where a child communicates directly with an adult Volunteer or where the parent or carer cannot be contacted and, in some instances, where a blanket communication is required. In these circumstances it is essential that another adult volunteer is always copied into the correspondence

It is essential that members do not engage in private communications with children as this could be deemed as grooming.

It is important to separate social medium platforms between those designed for club communications and for personal contact, where distribution can be restricted to a few close recipients.

Club Policy is not intended to prohibit a climate of banter that may be conducted by members through official club social media outlets, but extreme care should be exercised to prevent misunderstandings and unintended offence. Attention is drawn to the many publicly expressed concerns about distinguishing between the fine line of banter and homophobic behaviour.

To reduce potential misunderstanding, wherever practical English should be the only language of communication during matches and coaching sessions. For the avoidance of doubt the Club recognises and supports the use of other languages outside formal matches and coaching sessions.

1/13. Dress Code

Wherever and whenever possible players should be appropriately dressed when representing The Club. All players participating in all junior hard ball cricket competitions and in all adult cricket fixtures should wear whites (or alternative approved club colours for T20 matches) and a club cap and shirt, which should be tucked in. Caps should not be worn in the Club bars. Football playing members are expected to follow appropriate dress codes.