



**EDENBRIDGE CRICKET CLUB
CHILD SAFEGUARDING PROCEDURES FOR
RESPONDING TO, RECORDING & REPORTING CONCERNS**

Introduction

Edenbridge CC acknowledges its legal obligations as a 'Regulated Activity Provider' (RAP) as they directly employ, or deploy, paid staff or volunteers to roles that undertake 'Regulated Activity'.

The protection and support of children in cricket is of paramount importance to Edenbridge CC. Therefore Edenbridge CC has adopted, adapted and developed the England & Wales Cricket Board (ECB) procedures for individuals to follow to respond record and report any concerns or issues that they may have, relating to a child under their care.

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

The procedures require that only those that need to know are told. This means only those individuals stated within the reporting structure and no-one else unless directed by statutory agencies or the ECB Child Protection Team.

Please Remember this Key Point:

It is everyone's duty to report suspected cases of abuse or concern to protect children. It is for the Professionals to decide if abuse or neglect has taken place.

Reasons for Taking Appropriate Action to Report Concerns

There may be a number of reasons that an individual finds it necessary to report a concern. These may include:

- In response to something a child has said
- In response to signs or suspicions of abuse
- In response to allegations made about a parent, carer or someone not working within the sport
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour
- In response to allegations made against a member of staff or volunteer

This is not a definitive list

There are three steps involved in taking appropriate action. These are known as the three R's; each is essential:

- Responding to the disclosure/suspicion and/ or allegation
- Recording the relevant information



- Reporting the relevant information.

Each of these steps involved in taking appropriate action is covered in more detail below:

1. Responding to Disclosure, Suspicions and / or Allegations

Anyone responding to a disclosure, suspicions and / or allegations must always:

- Stay calm; do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Listen carefully to what is said
- Ask questions only where they are really necessary to clarify what you are being told (always avoid asking leading questions)
- Keep an open mind, do not make assumptions or judgements, show disgust or disbelief
- Take the concern seriously
- Reassure the child & stress that they are not to blame
- Be honest and (as soon as you can feasibly mention it) explain that you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)
- Maintain confidentiality; only tell others if it will help to protect the child.

Never:

- Approach any alleged abuser to discuss the concern.
- Rush into actions that may be inappropriate
- Make promises that you cannot keep
- Take sole responsibility; always consult someone else e.g. the Club Welfare Officer, so you can begin to protect the child and gain support for yourself

2. Recording the Incident

Information passed to Kent cricket, ECB, and children's social care, Police and / or the Local Authority Designated Officer (LADO) must be as helpful as possible. This is why it is important to make a detailed record at the time of the disclosure, concern and / or incident. It is therefore best practice to use the Kent Incident Reporting Form wherever possible.

Information recorded needs to include the following:

- Details of the child i.e. 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 has happened and how
- Details of any witnesses
- 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

3. Reporting

The ECB Reporting framework operates on 3 levels. The following outlines the appropriate reporting procedures that must be followed:

ECB

National Child Protection Team (CPT)

The CPT provides support, guidance and advice directly to the CWO's and works closely with the NSPCC child Protection in Sport Unit to ensure that all procedures and policies are up to date and appropriate for safeguarding children in sport.

The CPT is responsible for the DBS Check process, investigating incidents and if an incident arises the CPT will ensure all appropriate initial action has been completed and an appropriate investigation is undertaken if necessary.

The CPT will advise on and assist liaison with, or referral to, the statutory agencies, i.e. Police, Children's Social Care, etc.

The CPT is also able to deal with clubs who have failed to comply with procedures appropriately



County Welfare Officer (CWO)

Who is appointed by, and accountable to, Kent County Cricket Board.

CWO's are responsible for all safe-guarding matters within their County and they are the first point of contact and act as a source of advice and support, to Club and League Welfare Officers and all other affiliated members of the County including the County Cricket Board Management Committee.

The CWO is also directly responsible to and is supported by the ECB Child Protection Team and often delivers or directs programmes on behalf of the ECB.

The County Board is responsible for monitoring safeguarding within their cricket community and requires the CWO to monitor clubs and training provision on its behalf.

Club/League CWO

The primary level

Who is appointed by Club/League

CWO's are the first point of contact for everyone with the club /league and the ECB for safeguarding and child protection matters,

Responsible for ensuring that the Club is adopting and implementing the various safeguarding activities which are necessary for it to demonstrate its duty of care for children.

ECB Reporting Procedures:

The matter needing to be reported may be:

- related to an incident within cricket
- related to an incident outside of cricket
- related to an incident which has occurred in connection with a PE & School Sport Club Links Strategy (PESSCL).

Each of these has its own reporting process; further details can be found in the 'Safe Hands' manual.

If the Referral Relates to an Incident within Cricket

The process for such referrals is as follows:



- Any person at, or connected with, a cricket club should report any concerns they have about the welfare of a child within cricket to their Club Welfare Officer (or in an emergency direct to the children's social care department, Police or LADO)
- If a Club Welfare Officer has any concerns, or an incident or concern is reported to them, they must inform the County Welfare Officer, who may refer the matter to the ECB Child Protection Team
- If the County Welfare Officer or ECB Child Protection Team is not available, the Club Welfare Officer must avoid delay and seek advice from the local children's social care department, Police, the LADO or the NSPCC. As soon as possible the Club Welfare Officer must then inform the ECB Child Protection Team and explain the action taken to date.
- The ECB Child Protection Team will, where appropriate, notify the local statutory agencies or LADO and investigate the incident if appropriate.
- The ECB Child Protection Team will notify the ECB Referral Management Group (RMG) as required.
- The RMG will deal with any media enquiries and decide on any action required to suspend the individual involved, advised by the children's social care, Police or LADO.
- A full investigation will be conducted under the ECB Complaints and Disciplinary Procedure on advice from children's social care, Police, and or LADO pending the outcome of any social care or Police investigation.

If the referral relates to an incident outside Cricket:

The process for such referrals is as follows:

- Any person who has concerns relating to incidents of child abuse or poor parenting skills regarding a parent/carer outside cricket, should advise the Club Welfare Officer. The Club Welfare Officer must then inform the County Welfare Officer, and the County Welfare Officer will then inform the ECB Child Protection Team.
- The ECB Child Protection Team or the County Welfare Officer will inform the appropriate statutory service, i.e. the Police, children's social care.
- A record will be kept of the referral. The ECB Child Protection Team will consider the incident/allegation, its impact or potential impact on cricket and if it is necessary for the RMG to take action to safeguard children, e.g. suspension. No further action will be taken under ECB procedures unless requested to do so by the statutory agencies or until the statutory agencies have completed their enquiries.

Incidents occurring in connection with a club school link:

- If a club is part of a club school link then a specific reporting structure must be followed for any concerns, which arise for activities taking place under that programme.



Reporting to Police or Children's Social Care

Reporting the matter to the Police or children's social care department or LADO should not be delayed by attempts to obtain more information.

A record must be made of the name and job title of the children's social care, Police or LADO member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. Wherever possible, referrals telephoned to the children's social care department or LADO must be confirmed in writing with 24-48 hours.

A copy of this information should be sent to the ECB Child Protection Team.