

YORKSHIRE CRICKET BOARD - SAFEGUARDING

The Yorkshire Cricket Board provides advice, support and assistance on all matters safeguarding for clubs and leagues across Yorkshire. With appointed County Safeguarding Officers in place to support clubs in creating a fun and safe environment where everyone can enjoy the game.

Senior County Safeguarding Officer

Ray Knowles

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Supporting all child welfare case work and incidents, plus advice and education.

SAFEGUARDING

Safeguarding Children

The Yorkshire Cricket Board are committed to providing an environment that is safe, welcoming and friendly for children to enjoy the game of cricket. The Yorkshire Cricket Board continue to create and develop a culture where children feel safe and provide an environment where they are encouraged and listened to.

Safeguarding Adults

The Yorkshire Cricket Board provide support to everyone in the game and this is for all ages. We provide protection to adults to allow them to play safely and free from any abuse or neglect.

Club Safeguarding Officers

It is mandatory for all affiliated clubs to appoint a Club Safeguarding Officer (CSO). These officers have a responsibility to provide advice on Safeguarding issues and ensure that the club adheres to all aspects of Safeguarding. This role is vital and ensures that the club provides a safe environment which is welcoming and friendly so the game of cricket can be enjoyed.

The Club Safeguarding Officer should attend the 'Safeguarding Young Cricketers' course which is a free online course created by the ECB. All candidates can register onto a course where they will be shared a link by email, along with log in details. In addition, they must attend an in person Safe Hands Workshop which is organised by the Yorkshire County Cricket Board. The Club Safeguarding Officer must also have a DBS check. On the DBS application form they should indicate their position as the Club Safeguarding Officer.

Safe Hands Courses

Arrangements for the courses are administered by Ray Knowles and Donna Staniland at the Yorkshire Cricket Board, with any general enquiries directed through them. Leagues, Cricket Development Groups and League Councils lead on the planning of courses for their areas. Individuals can book via an online booking system with links to courses available through the YCB website.

SAFE HANDS & HOW TO DEMONSTRATE 'DUTY OF CARE'

To demonstrate a duty of care, all cricket clubs:

- Must constitutionally adopt the ECB's "Safe Hands" Policy
- Must define their Club's own Safeguarding Policy Statement
- Must follow the ECB reporting mechanism for concerns and additionally define and publish a process for club members to respond to, record and report concerns which might arise either within the club, or outside of the club which links to the ECB reporting mechanism.
- Must recruit, appoint and organise the training of a Club Safeguarding Officer
- Must have a "player profile system" to enable adults to exercise their duty of care in an emergency.
- Must adopt the ECB Code of Conduct for Members and Guests Club Safeguarding Officers
- Must adopt the ECB Code of Conduct for Coaches

Clubs must ensure that the following policies and procedures exist within the Club:

- Procedures for recruiting and appointing appropriate volunteers and / or paid staff including training and support for these volunteers or staff
- Procedures for Health & Safety / Risk Assessment, including the adherence to ECB policies / guidance on the wearing of helmets, fielding regulations, net safety, bowling directives, first aid, fluid intake, junior players participating in adult games & other similar matters
- Discipline procedure – which MUST include guidance on the referral of any matters involving any person under the age of 18 and an appeals mechanism
- Anti-bullying policy and procedures for dealing with bullying
- Changing rooms and showering policy
- Photography, video and the use of images policy (including press & website guidelines)
- Transport policy
- Supervising children at cricket sessions policy
- Missing children policy
- Procedures for managing children away from the club
- Procedures for working with external partners; (i.e. Club personnel undertaking cricket activities in Schools or for Local Authorities or similar organisations, on a voluntary or paid basis)
- E-Safety Guidelines on communication & interactive technologies
- If working with disabled children: Guidance on working with disabled children.

[Introduction to Safe Hands](#) (PDF)

[Safeguarding and a club's duty of care](#) (PDF)

GOVERNANCE YCB RULES

"To be committed to and adopt the ECB Safe Hands Cricket policy for Safeguarding Children for all Board activities"

DISCLOSURE AND BARRING SERVICE (DBS) ECB VETTING

The roles in cricket that require ECB Vetting are:

- All Stars / Dynamos Children Helper
- All Stars / Dynamos children Activator
- Coach / Assistant Coach
- Captain / Vice captain
- Club Safeguarding Officer
- Coach Support Worker
- Coaching Ambassador
- County Safeguarding Officer
- First Aid Responder
- Junior Supervisor
- Juniors / Colts Manager
- League Safeguarding Officer
- Physiotherapist
- Safeguarding Recruiter
- Scorer
- Team Manager
- Umpire
- Volunteer Coordinator
- Children Academy Director
- Children's Cricket Talent Scout
- Masseur
- Medical Staff
- Personal Development Manager
- Psychologist
- Strength/Conditioning Coach

The DBS application system is completed online and there are no paper applications. For volunteers the process is free. What follows is a brief guide on how to initiate a DBS check:

1. Contact your CSO or a known DBS verifier to initiate an online application via email (provide your full name, DOB, the name of the club you are affiliated with and a contact email address) - Ideally this should be someone within your club or organisation (e.g. umpires, scorers etc.).
2. You will receive an email. Follow the instructions and input your information online.
3. Take your identification documents to a verifier (you will receive a list of nearby verifiers) - have your application number handy. The verifier will confirm your details online whilst you are there.
4. The application will then be processed and a DBS certificate will be issued, subject to checks.

5. For more information on DBS applications, please contact **your local Head of Region** or alternatively **Donna Staniland** d.staniland@yorkshirecb.com / 0113 203 3668 or **Ray Knowles**, r.knowles@yorkshirecb.com / 07917205860.

For **online verifiers to initiate an application**, they must first search for the applicant by name within the online system (it won't find them as the application is yet to be initiated). The verifier will then be invited to submit a new application and can enter the details.

Ideally, each club/organisation will have their own verifier to initiate applications. If you wish to become an online DBS verifier or would like guidance on how to use the online system, please contact your local Head of Region or CSO or alternatively Donna or Ray for more details.

DBS Checks from Other Organisations

The ECB do not accept DBS checks from other organisations, a specific ECB DBS is required for anyone undertaking a regulated role in cricket. See the above list for the full list of roles.

HOW TO SHARE A CONCERN:

What to do if you have any concerns:

There are three steps involved in taking appropriate action. These are known as the three R's:
Respond - Record – Report

RESPOND to the concern or allegation (stay calm, reassure, listen)

RECORD the relevant information (make notes)

REPORT the relevant information (share your concerns)

RESPONDING to disclosure, suspicions and/or allegations:

- 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 judgments, show disgust or disbelief
- Take the concern seriously
- Reassure the child and stress that they are not to blame
- Be honest and explain 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 protect the child

Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

RECORDING what to we mean?

We mean a written record that includes:

- a brief summary of the incident /concern/situation/discussion
- the time and date of the incident /concern/situation/discussion
- who is involved
- what the safeguarding concerns, if any, are (this may be a matter of opinion - this is acceptable, but you must clearly identify opinion and differentiate it from fact)
- what action – if any – you take
- why these actions are the best course of action at this point in time
- date of the record and the name of who made it. Where the incident or concern is about a specific child or children you should use the form provided in ‘Safe Hands’ for this purpose

After **responding** to an incident/suspicion, you should **RECORD** what has been said and what happened. Your **first point of contact** then should be **County Safeguarding Officer (Ray Knowles 07917205860)** to **report** the incident/suspicion.

Depending on the level of incident a decision will be made if the matter needs to be reported to the ECB. In an emergency where an adult or child is in immediate danger or at risk you must contact the Police dialling 999 and/or for Children the Children’s Social Care in your area.

ECB has produced a “Safe Hands” Safeguarding Kit Bag which is designed to assist, clubs, teams, coaches and age group managers to fulfil their duty of care to all junior members and other children who visit or use club facilities. The Kit Bag contains all the policies and procedures that should be implemented.

This information is readily available in the ECB Safe Hands Folders which all clubs and Club Safeguarding Officers have been supplied with. Links can also be found below for specific areas of safeguarding.

- Creating and formally adopting an individual club safeguarding policy statement [Download](#)
- Guidance on codes of conduct [Download](#)
- Guidelines for a code of conduct for children [Download](#)
- Guidelines on the use of player profile forms [Download](#)
- Guidance on changing rooms and showering facilities [Download](#)
- Photography, filming and social media broadcast guidelines [Download](#)
- Guidance on transport to and from matches/training [Download](#)
- Guidance on managing children away from the club [Download](#)
- Missing children guidelines [Download](#)
- Guidance on working with external partners [Download](#)
- Welcoming and safeguarding children with a disability [Download](#)
- Creating and maintaining a safe, welcoming and inclusive environment [Download](#)

- Whistle Blowing Policy [Download](#)
- Guidance for clubs on sun safety [Download](#)
- Guidance for clubs on the use of social media, texts and email [Download](#)
- Guidance on disciplinary proceedings that involve under18s [Download](#)
- Guidance on specific concerns arising for children outside of cricket [Download](#)
- Useful safeguarding contacts [Download](#)
- Guidance on concussion [Download](#)
- The Outdoor Kids Sun Safety Code [Link](#)
- Suneguarding Sport Sun Safety Guidelines [Link](#)

Templates

- ECB Safeguarding Referral For [Download](#)
- Safeguarding Children Policy [Download](#)
- Roles and Responsibilities Matrix [Download](#)
- Welcome letter for parent/carer [Download](#)
- Welcome letter for young person [Download](#)
- Code of conduct for cricket club members and guests [Download](#)
- Coaches code of conduct [Download](#)
- GDPR compliant junior membership form [Download](#)
- Anti-bullying policy for cricket [Download](#)
- Sample online safety and social media policy [Download](#)
- All Stars Cricket Activators code of conduct [Download](#)

Supervising children at cricket sessions	Download
Guidelines for junior players in open age cricket	Download
Guidelines on girls playing in boys age group leagues and competitions	Download
Concussion in Cricket	Click here

Board Lead Safeguarding
Yorkshire Cricket
Umar Rafiq

Senior County Safeguarding
Officer (Case Officer)
Ray Knowles

Yorkshire Cricket Board Support
Donna Staniland

Yorkshire Cricket Board Leads

Head of Region

Richard Wilkinson – North Yorkshire

Steve Archer – West Yorkshire

Gareth Davies – South Yorkshire

Rob Johnson – East Yorkshire

Girls Pathway

Kevin Gresham

Yorkshire Cricket Safeguarding
Committee

Angela Williams QPM (**Independent Chair**)
Ray Knowles (**Senior County Safeguarding Officer**)
Umar Rafiq (**YCB Director**)
Donna Staniland (**YCB Operations Manager**)
Kevin Gresham (**YCB Coach Development Manager & County Girls Lead**)
Beth Cook (**YCF Health and Wellbeing Manager**)
Kendal James (**YCF Participation Manager**)
Andy Dawson (**YCCC Chief Operations Officer**)
Helen Strain (**YCCC Programme Manager**)
Mo Hussain (**YCCC EDI Manager**)
Sandra Clark (**YCCC Ground Safety Officer**)
Hamish Campbell (**YCCC HR**)
Jack Stockdale (**YCCC Performance Pathway Operations Manager**)
Jonathan Corcoran (**YCCC Performance Pathway Safeguarding Officer (Boys)**)
James Martin (**YCCC Head of Boys Performance Pathway**)
Claire Bassett (**ECB County Safeguarding Advisor**)

Responsible for:

- Defining policy and procedures
- Overseeing, coordinating, and managing all cases
- Educating and training
- Support and challenge
- Record keeping and reporting
- Liaison with ECB on Safeguarding issues

All the above are relating to all actions and risks under the umbrella of Yorkshire Cricket (The Club, The Board and The Foundation)