

# KEEPING CHILDREN SAFE

## Child Safeguarding Toolkit for Cricket

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## INTRODUCTION

All children have the right to participate in cricket in a safe and enjoyable environment. Everyday thousands of children participate in cricket, for the majority of them, this is a positive experience that develops social networks, confidence, skills and knowledge of the game. For others, the experience is negative due to rights violations that affect their wellbeing and create unsafe environments.

Child safeguarding in cricket, is a set of actions that help to ensure all children participating in the game of cricket have a positive experience, are safe from harm and abuse. It is also about responding appropriately when there are concerns a child may be in harms way

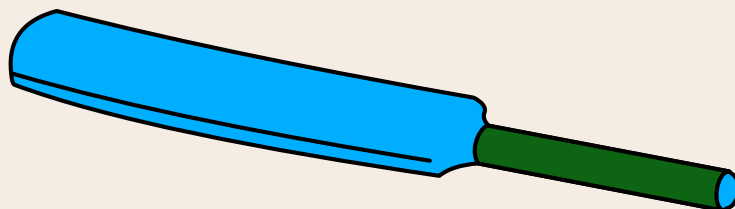
### Purpose of this toolkit

The purpose of this toolkit is to support national cricket associations to review their existing safeguarding policies and procedures, and develop polices and procedures that will ensure the safeguarding of all child participants from harassment, harm and abuse in the game of cricket.

### Principles

This toolkit is based on the following principles:

1. All children have the right to participate, enjoy and develop through sport, in a safe and inclusive environment, free from all forms of abuse, violence, neglect and exploitation.
2. Children have the right to have their voices heard and listened to. They need to know who they can turn to when they have a concern about their participation in sport.
3. Organisations providing sports activities to children and young people have a duty of care to them. Everyone: cricket associations, administrators, officials, volunteers, coaches and players, has a responsibility to support the care and protection of young people.
4. There are certain factors that leave some children more vulnerable to abuse, and steps need to be taken to address this.
5. Organisations should always act in the best interests of the child.
6. Everyone has the right to be treated with dignity and respect and not be discriminated against based on gender, race, age, ethnicity, ability, sexual orientation, beliefs, health status, religious or political affiliations.



## KEY DEFINITIONS

<b>Child</b>	Anyone who is under the age of 18
<b>Safeguarding</b>	The action that is taken to promote the welfare of children and protect them from harm.
<b>Child Protection</b>	Part of the safeguarding process. It focuses on protecting <i>individual children</i> identified as <i>suffering or likely to suffer</i> significant harm
<b>Harm</b>	The negative psychological, physical or social consequences for a child
Somebody may <b>abuse</b> a child by directly causing harm or indirectly by failing to prevent harm.	
<b>Types of abuse:</b>	
<b>Physical abuse</b>	The deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering.
<b>Neglect</b>	The persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm.
<b>Sexual abuse</b>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.
<b>Emotional abuse</b>	The persistent emotional ill treatment of a child that causes severe adverse effects on the child's emotional development. Emotional abuse often accompanies the other forms of abuse.



# 6-BALL APPROACH

This toolkit will take you through a 6-ball approach. After you've finished the "over" you should be in a good position to "Keep Children from Harm" in cricket.

**BALL 1**



**BALL 2**



**BALL 3**



**BALL 4**



**BALL 5**

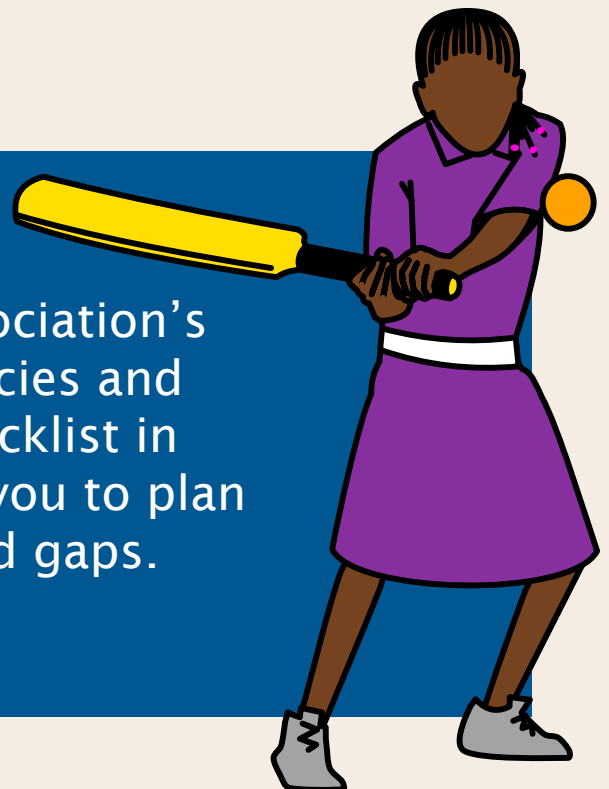


**BALL 6**



# BALL 1: WHERE ARE YOU NOW?

You should audit your association's current safeguarding policies and procedures using the checklist in Appendix A. This will allow you to plan how to address identified gaps.



## BALL 2: IDENTIFYING RISKS AND PROTECTIONS



Before developing child safeguarding policies and procedures, it's necessary to reflect on where children are involved in the game of cricket, where they interact with adults, and what protections for children already exist at a national and international level.

Before developing child safeguarding policies and procedures, it's necessary to reflect on where children are involved in the game of cricket, where they interact with adults, and what protections for children already exist at a national and international level.

Use the following questions to help you to reflect on these, and identify information that will help guide you while you work through this toolkit.

## 02

### IDENTIFYING RISK

#### **IN WHAT WAYS ARE CHILDREN INVOLVED IN OUR GAME?**

Although not an exhaustive list, this could be playing in youth or adult cricket at any level, from grassroots to elite cricket, attending games as a supporter, umpiring or scoring at any level, attending tournaments or academies, or coaching others. It is important to consider all the ways children are involved in cricket at the various levels so that your policies, procedures and safeguarding measures can be developed to safeguard children across all areas of cricket, not just when they are playing.

Notes

#### **WHO ARE THE PEOPLE WHO INTERACT WITH CHILDREN INVOLVED IN CRICKET, AND WHAT IS THE NATURE OF THEIR INTERACTION?**

This will include staff, volunteers, and all others involved in all aspects of cricket.

Notes

## 02

### IDENTIFYING PROTECTIONS

#### **DO YOU HAVE AN UNDERSTANDING OF THE SAFEGUARDING AND PROTECTION REQUIREMENTS AND ARRANGEMENTS THAT ARE SET OUT IN THE LAWS OF YOUR COUNTRY?**

- Which agencies and organisations are in charge of safeguarding and protecting children and/or children's rights within your country?
- Where should you report concerns or seek general advice?
- Which laws establish your duty to safeguard children in your care or to report concerns?
- Are there laws or guidelines around safeguarding and practical supervision, and/or health and safety measures you should have in place for children?

Notes

#### **DO YOU HAVE LINKS WITH OTHER SPORTS BODIES, NON-GOVERNMENTAL ORGANISATIONS (NGOs) OR UN ENTITIES THAT COULD PROVIDE YOU WITH EDUCATION, SUPPORT OR GUIDANCE IN THE AREA OF CHILDREN'S RIGHTS AND SAFEGUARDING?**

If you don't have established links, who could you approach for support e.g. UNICEF.

Notes

# BALL 3: DEVELOPING YOUR SAFEGUARDING POLICIES

Every cricket association that engages with children, directly or indirectly, has a duty to do all it can to protect children from harm within cricket and to promote their wellbeing.

A child safeguarding policy provides cricket associations with a formal way to manage this duty of care.



## 03

### SAFEGUARDING POLICY

Every cricket association that engages with children, directly or indirectly, has a duty to do all it can to protect children from harm within cricket and to promote their wellbeing.

A child safeguarding policy provides cricket associations with a formal way to manage this duty of care.

Having a clear and accessible policy in place helps support child safeguarding by making sure that both adults and children are clear on what is expected of them and others.

Ball 3 will guide you to develop an organisational policy within your cricket association - a policy that should be in place for all aspects of the game, all year round. Your policy should:

- Identify a lead officer on child safeguarding (see Guidance Note below for more detail).
- Be reviewed regularly, following any changes to national legislation or safeguarding practice, or as a consequence of a particular issue or case arising.
- Be approved by your executive committee or council and have an associated action plan.
- Contain clear definitions, for example what is meant by a child, safeguarding, child protection, and abuse in line with your national legislation. Key terms are outlined on page 4 of this toolkit.
- Contain clear policy statements on safeguarding principles, such as those noted above.

A sample safeguarding policy can be found in Appendix B.

A sample role description for a lead officer on child safeguarding can be found in Appendix C.



## 03

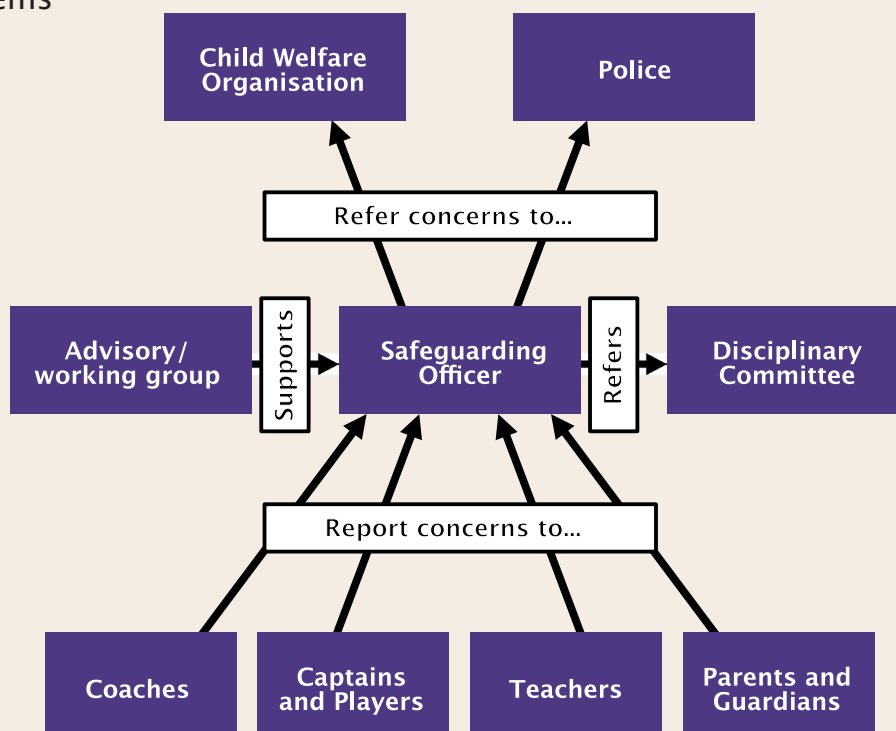
### GUIDANCE NOTE

As you work to embed your child safeguarding policy and safeguarding measures across the organisation, you must develop a governance structure to support this policy. This includes appointing a child safeguarding officer. This person should be supported in a number of ways:

1. Ongoing support from senior management – essential to ensure the policies and procedures are taken seriously
2. An internal safeguarding steering group or oversight by an existing standing committee – to provide support for the safeguarding officer and share the burden of work
3. An external advisory group – with local and cricket/sport specific expertise, to ensure guidance and support is consistently available, and to advise on referrals to support services for children who may be harmed or at risk of being harmed. Cricket Without Boundaries can help support cricket associations in this capacity.

When considering organisations to include in its external advisory group, cricket associations should consider the following criteria:

- A proven good understanding of children’s rights, safeguarding and child protection legislation and guidelines in your country
- A track record in successfully delivering capacity-building/training on safeguarding measures and child protection, and preferably in sport locally
- A national reach and proven record in working with civil society, and a track record of working with other sports organisations
- An understanding of the culture and existing child protection government agencies and systems



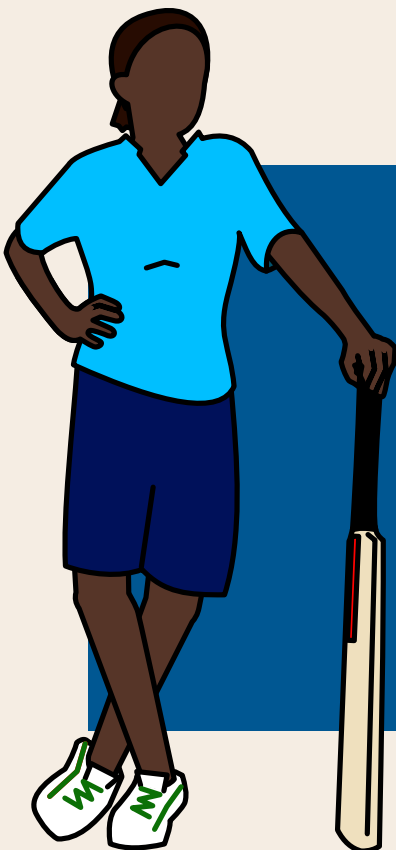
## 03

# GOVERNANCE STRUCTURE

Use the space below to start to think about mapping a structure that will work for your association - consider which groups already exists, and who is involved in these groups.

Notes

# BALL 4: REPORTING AND RESPONDING TO CONCERNS AND RISKS



How will you respond to concerns about a child? Guidelines and supplementary policies for the identification, prevention or minimisation of risk to children involved in cricket.

It is essential to have or develop procedures in the following four areas, in order to implement your safeguarding policy.

1. How will members of the cricket community report concerns about a child?
2. How will you respond to reported concerns about a child?
3. Selecting, appointing and training people who work with children and young people
4. Risk assessments for children involved in cricket

## 01

### HOW WILL MEMBERS OF THE CRICKET COMMUNITY REPORT CONCERNS ABOUT A CHILD?

Voicing concerns, suspicions or allegations of poor practice or abuse can cause worry and stress – particularly if it relates to a colleague, coach or volunteer who engages in the cricket association's programmes. However, reporting a concern is really important in order to prevent a child from suffering harm or being at risk of harm, and to ensure that the concern is dealt with properly and consistently.

Any staff member, coach or volunteer who, in good faith, discloses possible wrongdoing(s) or grounds for concern about a child should receive full support from the cricket association, even if the allegation is subsequently proved to be unfounded. It is important to create a culture within your organisation where it is clearly understood by staff and volunteers that it is acceptable to report concerns and allegations in confidence and not to suppress them for fear of criticism or repercussions for doing so. Such a culture ensures that child abuse cases or risks are not ignored and inadvertently allowed to continue.

**It is not the responsibility of anyone working in an association to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns or allegations by reporting these to the appropriate officer or the appropriate authorities.**

You should now develop a procedure for reporting concerns about abuse or poor practice relating to a child or children.

**A sample procedure for reporting suspected poor practice and/or possible abuse can be found Appendix D**

## 02

### HOW WILL YOU RESPOND TO REPORTED CONCERNS ABOUT A CHILD?

Once a report has been made, it is the duty of the cricket association to respond to this report. You will need to develop a documented process that outlines what will happen once a concern has been reported. You may need to consider:

- What process will the responsible person follow, including how the concern is reported to other agencies (e.g. government authorities/agencies) where appropriate?
- What should be investigated by the cricket association and what must be reported to local authorities and expert agencies to ensure the case is managed by competent bodies?
- Where can staff and volunteers get support when they have, or think they have, a concern about a child?

Guidance for acting on reported poor practice and/or possible abuse can be found in Appendix E

## 03

### SELECTING, APPOINTING AND TRAINING PEOPLE WHO WORK WITH CHILDREN AND YOUNG PEOPLE

Recruitment of staff and volunteers within cricket is a key opportunity to put measures in place to protect children from harm. You should now reflect on your recruitment and training processes and update these if necessary. As a minimum, this should include:

- Clarity about how safeguarding will be included in role descriptions and interviews when recruiting for a role
- Criminal record checks before appointment, where these exist within your country and where applicable to the role (to prevent unsuitable people from working with children)
- Reference checks with previous employers or volunteer agencies
- Basic awareness and induction training that specifically includes safeguarding
- Signing of a code of conduct by all staff and volunteers working with children that outlines expected and prohibited behaviour.

Guidance on recruitment of staff and volunteers can be found in Appendix F



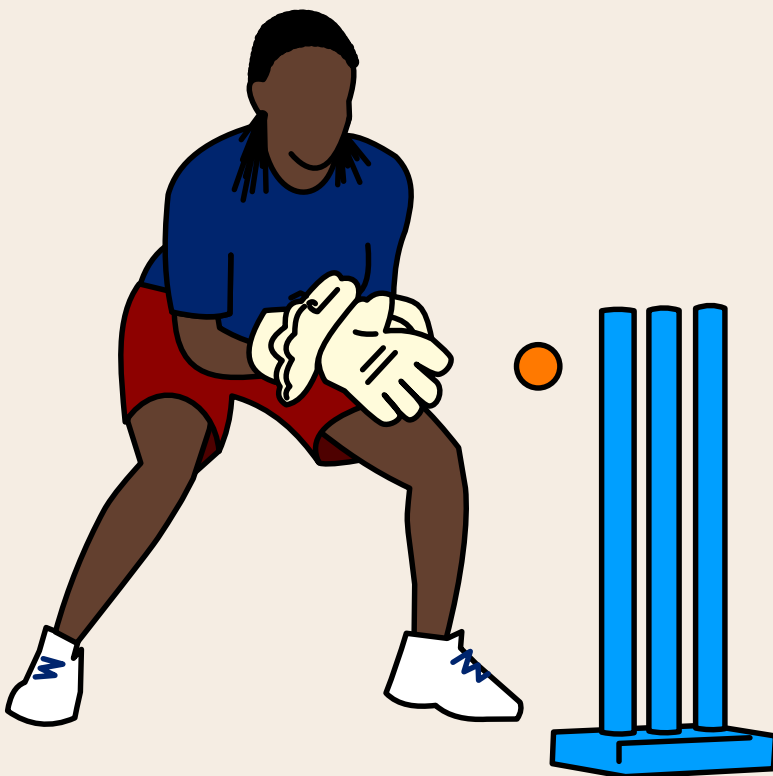
## 04

### RISK ASSESSMENTS FOR CHILDREN INVOLVED IN CRICKET

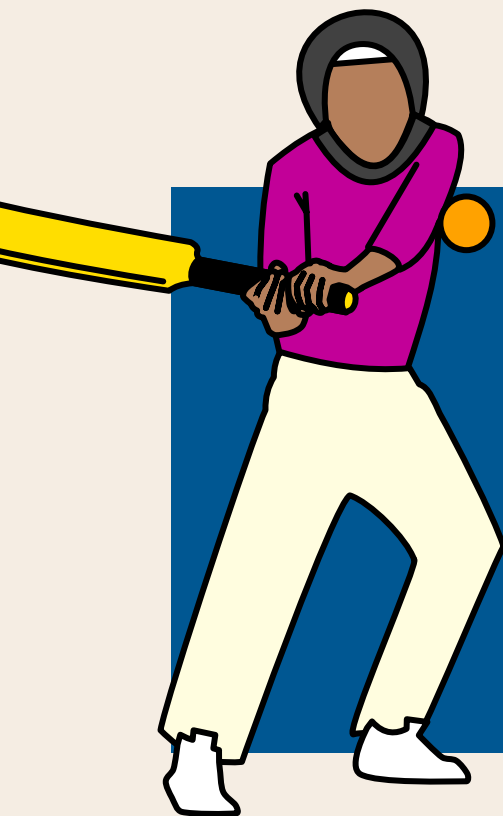
Risk assessments are a useful tool for identifying risks to children in all areas of cricket, and minimising that risk by acting on the assessments, and reflecting on what has been done to minimise risk, particularly when an incident occurs. Regularly reviewing risk assessments ensures that they accurately reflect the current situation. The areas that risk assessments cover should include, as a minimum:

1. Activities of the Cricket Association in growing and promoting the game of cricket
2. Cricket matches
3. Overnight stays and travel for cricket
4. Coaching in the community
5. Coaching in schools

Sample risk assessments can be found in Appendix G



## BALL 5: COMMUNICATION AND TRAINING



Policies, procedures and guidelines will not in themselves safeguard children involved in cricket.

Communication and education are therefore essential to ensure understanding of safeguarding measures and principles and what they mean for everyone in cricket.

05

## FIRST STEPS

The first step is to ensure that all cricket association staff, coaches, officials and players have read, understood and signed the respective safeguarding codes of conduct. All children involved in cricket along with their parents/guardians should also be aware of and have access to all of the safeguarding policies produced by the cricket association.

As a minimum, education should include

- Awareness-raising for everyone coming into contact with children and young people in cricket. This should include how to recognise and respond to concerns and standards of expected behaviour.
- Training for safeguarding officers and other cricket association staff involved in child protection. This should be provided by a specialist external agency or NGO e.g. UNICEF
- Training in safeguarding for coaches, officials and others who come into regular contact with children through cricket. This can be provided by Cricket Without Boundaries.
- First Aid training for coaches, officials and others who come into regular contact with children through cricket. This should be provided by a specialist external agency – country specific.
- Awareness-raising for children and their families, in particular to empower them to prevent, detect and report abuse and ensure that they know whom to speak to if they have any concerns.

**The child safeguarding policy, procedures, codes of conduct and all related training and awareness-raising material should be easily available at all times on the cricket association's website.**



05

## GOOD PRACTICE

Good practice when starting education and awareness programmes

1. To embed safeguarding measures across football in your country, information should be included in the general educational programme for coaches, referees, managers, etc. The CWB safeguarding awareness course (under development) can be used for this purpose.
2. Educational programmes should, as a minimum, outline who is responsible for safeguarding, why safeguarding is important in cricket, information on recognising abuse, that everyone involved in cricket has a responsibility to respond to concerns about child abuse or poor practice, and information on how to do so.
3. Use new media (webinars, online tutorials) if possible but remember that face-to-face information and training on safeguarding is also really important.
4. Use an accreditation system for training to recognise and reward the participation of staff.
5. Include dissemination of key information to children, parents and guardians, using language that is accessible and easily understood by children of all ages. This should include as a minimum who they should contact in case of concerns and how to do this. Ways to disseminate this could include: posters, flyers, local press/radio, letters through schools, etc.

**A fully inclusive safeguarding educational programme will include the voices of children in the development of educational programmes in your country. This will form part of future work on developing safeguarding, once the basics are in place.**

Sample codes of conduct for coaches and officials, teams, and cricket association staff members can be found in Appendix (H).

Sample community engagement materials for disseminating information about safeguarding can be found in Appendix (I).



## BALL 6: MONITORING, EVALUATION AND LEARNING

Monitoring and evaluating your policy and how it is implemented is an essential part of keeping children safe. This should include a process for reviewing any concerns that are received, as well as measures for success if your policy, procedures and guidelines are implemented.



Monitoring, evaluation and learning are key activities to make sure that your safeguarding procedures are being used as planned, that they are meeting the needs of the cricket community – in particular the children involved in cricket, and that you’re responding effectively to any concerns raised.

As you begin to roll out training of coaches in safeguarding you should keep records of who has received training in safeguarding and when. This can be as simple as a spreadsheet with coach, official or volunteer name, contact details (number or email), date of undertaking safeguarding training, and date of signing the code of conduct.

The next phase of this work will be to review how implementing these policies and procedures has gone and identifying areas for improvement. This phase will also include incorporation of children’s views and voices into safeguarding policies and procedures. This is an important next step because involving children in the safeguarding process empowers children. It means that we can see things from a child’s perspective and understand what is important to them. Ultimately, when children are listened to and involved in the process the evidence shows that plans are more effective.



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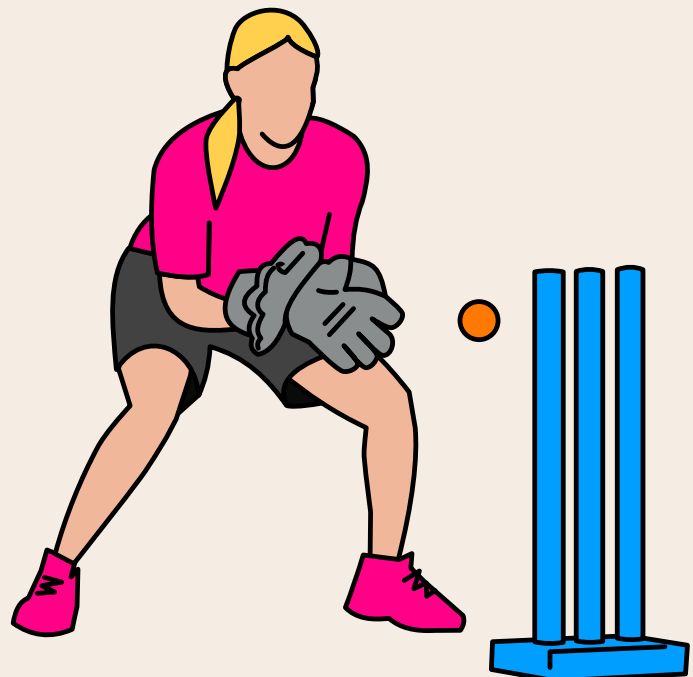
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## APPENDIX A

The checkpoint questions below are designed to draw out the minimum requirements (criteria) that all sporting agencies committed to protecting children should be striving to meet. Depending on the nature and contexts of your organisation's work with children, some of the checkpoints may seem more relevant than others.

This self-audit tool asks you to think about your organisation in relation to the eight International Safeguards for Children in Sport, developed by the International Safeguarding Children in Sport Working Group. There are a number of criteria within each Safeguard. Please read each statement carefully and decide whether your organisation is at:

- A: in place
- B: partially in place
- C: not in place

### Safeguard 01: Developing your policy

Does your organisation have a policy? Yes/No

If yes, please respond to the statements below.

If no, consider these points as you develop your policy

		A	B	C
1	Your organisation has a safeguarding policy which is clearly written and easy to understand			
2	The policy clearly describes your organisation's understanding and definitions of all forms of harm			
3	The policy covers your organisation's commitment to safeguard children in all aspects of your organisation's work			
4	The policy is clear that all children have equal rights to protection			
5	The policy is officially endorsed by staff at the highest level of your organisation			
6	Staff at the highest level of the organisation have the responsibility to oversee the implementation of the policy			
7	All staff, volunteers, carers or other representatives have signed up to the policy			
8	Your organisation has consulted with children, parents/ carers and staff as part of the initial development and/or on-going review of the policy			
	Overall, where are you on this Safeguard?			

## Safeguard 02: Procedures for responding to safeguarding concerns

		A	B	C
1	There are clear procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child's safety or well-being, both within and external to the organisation			
2	Your organisation has arrangements in place to provide support to children, volunteers and staff during and following an incident, allegation or complaint			
3	There is an identified member of staff in your organisation responsible for leading on safeguarding			
4	Your organisation provides children and young people with information about their rights and about who they can turn to if they are worried, in a process which empowers them			
5	Your organisation has made information available to children and their parents/ carers about what is likely to happen following a disclosure, in a format and language that can be easily understood by everyone			
6	Your organisation has a process for dealing with complaints in a fair and transparent way, that includes an appeals process			
7	All incidents, allegations and complaints are recorded, monitored and stored securely			
8	Your organisation has consulted with children, parents/ carers and staff as part of the initial development and/or ongoing review of your response system			
	Overall, where are you on this Safeguard?			

## Safeguard 03: Advice and support

		A	B	C
1	Contacts are established at a national and/or local level with relevant child protection agencies, NGOs and community groups providing support on child protection			
2	Your organisation ensures that staff members with special responsibilities for keeping children safe have engagement with specialist advice, support and information			
3	Children are provided with advice and support on keeping themselves and one another safe			
4	Your system acknowledges that children with additional vulnerabilities (for example a disability) may face extra barriers to getting help			
5	Parents/carers in the wider community are provided with information, advice and support on safeguarding children			
	Overall, where are you on this Safeguard?			

## Safeguard 04 Minimising risks to children

		A	B	C
1	Risk assessments are available and conducted for activities, transport, accommodation and spaces			
2	Steps are taken to minimise any risks identified through risk assessments			
3	If the risks are assessed as too significant then the activity does not go ahead			
4	Training is available to help staff and volunteers recognise the additional risks some children are exposed to, because of their race, gender, age, religion, disability, sexual orientation, social background or culture			
	Overall, where are you on this Safeguard?			

## Safeguard 05: Guidelines on behaviour

		A	B	C
1	Your organisation has written guidelines for behaviour (codes of conduct) which contain statements about treating people with dignity, respect, sensitivity and fairness			
2	Your organisation has guidance and expectations around activities that include time spent away from home, including placing children in the care of others and overnight stays			
3	Where organisations are involved in placing children in the care of others, frequent meetings are held with the child to discuss their experiences			
4	Your organisation has guidance around working with children who have a disability			
5	Your organisation has guidance around the appropriate use of information technology and social media to make sure that children are not put in danger and made vulnerable to exploitation			
6	Your organisation has guidance on positive ways of managing the behaviour of children that do not involve physical punishment or any other form of degrading or humiliating treatment, and are age and gender appropriate			
7	Your organisation has guidance on expected and acceptable behaviour of children towards others, particularly other children (e.g. a learning agreement)			
8	There are clear consequences for not following the guidelines on behaviour that are linked to organisational disciplinary procedures			
9	The highest level of the organisation has the responsibility to ensure that the guidelines are followed			
10	Your organisation has consulted with children, parents/ carers and staff as part of the initial development and/ or ongoing review of your organisations guidelines on behaviour			
	Overall, where are you on this Safeguard?			

## Safeguard 06: Recruiting, training and communicating

		A	B	C
1	Job descriptions contain statements about treating people with dignity, respect, sensitivity and fairness			
2	The recruitment process includes an interview, character/employment references and a background check in line with local legislation			
3	All staff, volunteers and other relevant people have been trained on safeguarding and child protection, including how to report concerns			
4	The highest level of the organisation has the responsibility to oversee the implementation of this training			
5	All staff, volunteers and relevant people with special responsibilities for safeguarding have access to regular additional training and specialist support			
6	Your organisation has consulted with children, parents/carers and staff as part of the initial development and/or on-going review of your organisations recruitment, training and communication			
	Overall, where are you on this Safeguard?			

## Safeguard 07: Working with partners

		A	B	C
1	Your organisation has worked with partners/members to ensure that there are shared expectations around safeguarding			
2	Your organisation has worked with partners/members to agree how to share learning about making sport safer for children			
3	Your organisation has shared written guidance on current best practice in relation to working with children (for example sharing the international Safeguards for Children in Sport)			
4	Your organisation's safeguarding policy represents an essential part of any partnership/membership agreements			
5	Your organisation publicises information about your policy to your community, partners and members			
6	Your organisation works to sensitise your communities to the importance of safeguarding children			
	Overall, where are you on this Safeguard?			

## Safeguard 08: Monitoring and evaluation

There are systems in place to monitor and evaluate the effectiveness of your organisations...		A	B	C
1	Policy			
2	Procedures for responding to safeguarding concerns			
3	Advice and support			
4	Systems to minimise the risks to children			
5	Guidelines on behaviour			
6	Recruitment, training and communication			
7	Work with partners to safeguard children			
8	The highest level of the organisation has the responsibility to oversee the implementation of the monitoring and evaluation system?			
9	Your organisation has consulted with children, parents/ carers and staff as part of the initial development and/ or on-going review of your monitoring and evaluation systems			
Overall, where are you on this Safeguard?				

## Summary

Congratulations on completing the self-audit! This is another important step on your safeguarding journey.

You can now plot your overall results for each International Safeguard for Children in Sport in the summary table below. This will help you to see where you are and to plan your next step.

	A	B	C
Safeguard 01			
Safeguard 02			
Safeguard 03			
Safeguard 04			
Safeguard 05			
Safeguard 06			
Safeguard 07			
Safeguard 08			

## APPENDIX B

### [Cricket Association] Child Safeguarding Policy

#### Policy statement

Our association is committed to providing cricket in a fun, safe and respectful environment for all children. We recognise children's right to be free from all forms of abuse and acknowledge our duty of care to safeguard them.

#### Purpose of the policy

This policy provides a framework to ensure that children are safeguarded in the delivery of our sport. It will be accompanied by codes of conduct, guidelines and procedures to support implementation. It applies to all those under 18, without discrimination of any kind. We acknowledge that some children can be particularly vulnerable to abuse (e.g. disabled children, or those on elite pathways), and we accept the responsibility to promote their inclusion, safety and well-being across our game.

#### Scope of the policy

This policy applies to the following people (this is not an exhaustive list): coaches/instructors; all staff; managers; administrators and coordinators; volunteers; parents/guardians; peer/youth mentors; implementing partners; consultants/contractors/subcontractors.

#### Principles of the policy

1. All children have the right to participate, enjoy and develop through sport, in a safe and inclusive environment, free from all forms of abuse, violence, neglect and exploitation.
2. Children have the right to have their voices heard and listened to. They need to know who they can turn to when they have a concern about their participation in sport.
3. Organisations providing sports activities to children and young people have a duty of care to them. Everyone: cricket associations, administrators, officials, volunteers, coaches and players, has a responsibility to support the care and protection of young people.
4. There are certain factors that leave some children more vulnerable to abuse, and steps need to be taken to address this.
5. Organisations should always act in the best interests of the child.
6. Everyone has the right to be treated with dignity and respect and not be discriminated against based on gender, race, age, ethnicity, ability, sexual orientation, beliefs, health status, religious or political affiliations.

#### It covers the following definitions:

*Child*: a person under the age of 18 years.

*Child abuse*: an act or omission that harms a child. Abuse towards a child can be carried out by an adult or by another child. It can be physical, emotional, sexual or by neglect. Abuse can take place in person or online.

*Safeguarding*: the action taken to ensure that all children are safe from harm when involved in cricket. It means proactively doing everything possible to minimise risk and prevent abuse of children.

*Child protection*: refers to the action taken in response to a specific concern for a child or children who may be suffering or are at risk of suffering harm or abuse. It is an essential part of safeguarding and requires referral to specialised child protection services, law-enforcement agencies and expert local organisations who are trained to advise on and manage cases, if concerns arise.

As part of our policy we will:

- Ensure there is a designated safeguarding officer on staff.
- Set up an internal steering group to guide our work and/or an external expert advisory group.

- Map out, identify, establish and maintain partnerships with local child protection authorities/agencies and civil society organisations with expertise in this area that can provide help and advice.
- Ensure appropriate and immediate action is taken to address allegations of abuse through referral of concerns to the relevant statutory authorities.
- Effectively embed safeguarding across [Cricket Association].
- Strive to prevent the employment/deployment of unsuitable individuals (staff and volunteers) in cricket through safe recruitment and screening procedures.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding in cricket and provide all staff and volunteers with appropriate training when joining the organisation, as well as provide further training and updates on a regular basis (at least annually).
- Require all members of staff and volunteers to sign and comply with the code of conduct.
- Manage concerns of poor practice and breaches of the code of conduct through the relevant competent body of [Cricket Association].
- Ensure children are informed of their rights and understand where to go if they have concerns or need help.
- Ensure investigatory, disciplinary and appeals processes are in place to appropriately manage allegations, reports and cases where staff or volunteers have been found to have breached this policy and the code of conduct. Case management and support for victims of abuse (or alleged victims), and those accused, will be undertaken by the relevant authorities. Any internal [Cricket Association] investigation will be put on hold until statutory investigations are complete, so that internal processes do not compromise statutory or criminal investigations.
- Ensure that confidential and accurate records of concerns, allegations, and reports and submitted evidence provided are maintained and securely stored.
- Ensure that we continually evaluate how children are involved in cricket in our country and review our safeguarding practices on a regular basis, at least annually, to ensure that we learn and improve safeguarding, in keeping with evolving best practices and national legislation. Furthermore, we will proactively consult with children with the guidance of local agencies and partners.

This policy, and its accompanying code of conduct, procedures and guidelines, will be widely promoted and made available on the [Cricket Association] website. Failure by staff and volunteers to comply with this policy will be investigated and may result in dismissal. The implementation/action plan below will be used to help us with the planning and prioritising of our work.

#### **Lead officer:**

The safeguarding officer of [Cricket Association] is [name of lead officer].

Contact - phone: [phone number of safeguarding officer] email: [email of safeguarding officer].

#### **Monitoring:**

This policy will be reviewed annually together with expert local organisations/NGOs, or more urgently in the following circumstances:

- changes in national legislation, policies and services related to children's rights, child protection and safeguarding;
- as a result of any other significant change, or event or specific case arising.

#### **Approved by:**

.....  
Executive committee or council

(Last reviewed on [DATE])

## APPENDIX C

### Sample Role Description for Cricket Association Safeguarding Officer

[Cricket Association] will appoint at least one person within the Cricket Association to act as a safeguarding focal point. Ideally, this person will be an experienced child safeguarding officer.

If a person within the Cricket Association is appointed to act as a safeguarding focal point but is unfamiliar with this issue, they should work closely with the expert advisory group to support them in this role. Training will also be made available to support this function.

The key objectives of this role are:

1. To act as the focal point and lead for all safeguarding matters.
2. To ensure safeguarding training is implemented, to promote safe practices and minimise risks of abuse in cricket.
3. To map out and establish partnerships with local authorities and civil society organisations with expertise in this area. CWB and organisations such as UNICEF and its local Field Offices will be able to assist with general guidance and local information about organisations. *A full list of UNICEF Field Offices can be found here: [www.unicef.org/about/structure/index\\_field.html](http://www.unicef.org/about/structure/index_field.html)*
4. To manage referrals to statutory authorities and local organisations if incidents or concerns of abuse arise. The officer should keep an updated list of names and contacts of local authorities and partner organisations readily available at all times.

*They will need to work closely with the steering group and/or expert advisory group (where established) in the delivery of their duties.*

Duties and responsibilities of the safeguarding officer:

- Playing a lead role in developing the association's approach to safeguarding children in cricket
- Identifying and establishing partnerships with local authorities/agencies and civil society organisations/NGOs with expertise in this area
- Carrying out risk assessments when required and on an ongoing and regular basis, to ensure that cricket programmes, practices or activities (e.g. training and game day procedures) consider safeguarding measures
- Ensuring risk assessments are undertaken by other staff and volunteers (and not only by the lead officer), to ensure that practitioners are also proactive in assessing risks and in revising and adopting further safeguarding measures that may be needed
- Ensuring that staff, volunteers and all stakeholders are familiar with the Cricket Association's safeguarding policy, code of conduct and safeguarding measures
- Providing or arranging safeguarding training and education for all new staff and volunteers and ensuring that existing personnel receive ongoing training and updates on safeguarding on a regular basis
- Advising management on ongoing training needs and maintaining a central filing system to keep track of the number of staff and volunteers who have completed safeguarding training. Liaising with HR (where established) as necessary.
- Reporting allegations of poor practice and breaches of the Cricket Association's safeguarding code of conduct to [the relevant body of the Cricket Association]

- Managing referrals to statutory authorities and local organisations if cases or concerns of abuse arise
- Acting as the central point of contact for internal and external individuals and agencies on safeguarding matters
- Representing the Cricket Association at external meetings related to safeguarding
- Taking a lead role in maintaining and reviewing the Cricket Association's implementation plan, together with the executive committee or council
- Keeping own safeguarding knowledge, best practice solutions and skills up-to-date

## Skills and abilities required:

- Policy development, training and delivery of the safeguarding programme
- Child-focused approach
- Advice, support and supervision skills on safeguarding
- Communication skills
- Ability to work professionally, confidentially and consistently in an area where emotionally distressing and sensitive issues and cases may arise

## Knowledge required:

- Recognising behaviour that is harmful to children and understanding thresholds of poor practice and abusive behaviour
- Clear and comprehensive understanding of the role and responsibilities of statutory authorities
- Managing child-protection referrals to relevant authorities
- Knowledge about country legislation, government guidelines and national frameworks for child safeguarding and protection and children's rights

## APPENDIX D

### Sample Procedure for reporting suspected poor practice and/or possible abuse

Staff, coaches and volunteers should report any concerns they have to the safeguarding officer using established reporting lines (anonymously online, by email or phone) using the form below for reporting.

Parents, teachers, players and children should have the name and contact details of the safeguarding officer to report any concerns independently.

Complainants should report allegations and concerns as soon as possible and within 24 hours. Where a case of abuse or poor practice is suspected, the safeguarding officer will follow [Cricket Association's] procedures for dealing with reported allegations and concerns.

If the safeguarding officer is not available, and in case of an emergency, you should report the matter directly to the child protection agency in your area and/or to the police.

[You may wish to include a flow chart illustrating the report procedure for your organisation here, see page 39]

*Grounds for concern of abuse might exist when there is:*

- An account by a person who saw a child being abused.
- Evidence, such as an unexplained physical injury or behaviour which is consistent with abuse, such as the child being withdrawn and really quiet when he/she is not usually so.
- Consistent indication, over a period of time, that a child is suffering from emotional or physical abuse and neglect.
- A specific indication (or disclosure) from a child that he/she has been abused. Remember, children rarely talk if they are being abused and often do not know what to do or where to go for help. It is very difficult for children to speak up about possible abuse, so be vigilant in picking up signs.

In cricket, incidents of *poor practice* might occur when the needs of children are not given the necessary priority, resulting in their well-being and safety being compromised. Examples might include:

- taking insufficient care to avoid injuries (e.g. by excessive or inappropriate training for the age, maturity, experience and ability of players);
- failing to report behaviour which may compromise the welfare of a child and allowing concerning practices to go unreported;
- constantly showing favouritism towards or ignoring certain children;
- using foul language and prohibited substances in the presence of children;
- repeatedly ignoring health and safety guidelines, or failing to undertake regular risk assessments, which may put children at risk of harm (e.g. not ensuring that equipment or facilities are fit for purpose, safe to use and accessible).

*Failure to challenge and report poor practice can lead to an environment where abuse may occur.*

## Dealing with disclosures outside of cricket

If your concern relates to the behaviour of an individual outside the cricket association's programmes, you should report your concerns immediately to the government authorities or agencies.

When responding to any such disclosure, you should also:

- record information accurately using the form below as this may be used as part of any investigatory proceedings that may follow;
- keep a record of the name of the person or police officer to whom the referral was made;
- ensure that all information provided by you is done so in strict confidentiality.

**REMEMBER: it is not your duty to decide if poor practice or abuse has occurred. It is your responsibility to report any concerns and suspicions you may have to the safeguarding officer or to the appropriate authorities.**

## CONFIDENTIALITY

When dealing with concerns relating to possible abuse, staff, coaches and volunteers should apply strict discretion and maintain confidentiality. Information should be shared on a "need-to-know" basis only in order to protect the child to whom the concern or allegations relate. Information can, and must, be shared with government authorities or agencies to assist them with the investigation process.

## SAMPLE REPORTING FORM

Please fill out as many sections as possible in as much detail as you can. This form is strictly confidential. Carefully record the details and pass on this information to the safeguarding officer. Do not keep a copy for yourself.

Your name:
Your position:
Child's name and age:
Child's address (if known):
Name of parents/guardians and address (if known):

Are you reporting a direct disclosure, your own concerns or concerns raised by someone else?

- Direct disclosure from a child
- Reporting my own concerns
- Reporting concerns raised by someone else
- If reporting concerns raised by someone else, please provide:
  - a) his/her name.....
  - b) position.....
  - c) telephone number and email.....

**Details of concern/suspicion/incident.** Please describe.

Time:

Date(s):

Place or location:

Name of member of staff or volunteer involved in incident (if any):

Behaviour or physical signs observed:

Any other details:

Details of any conversation with the child or children:

Has the incident been reported to any external authorities or agencies?

- Yes
- No

If yes, please state name of authority/agency:

Contact person:

Telephone number(s):

Email address (if available):

Agreed action or advice given:

## APPENDIX E

### Guidance for acting on reported poor practice and/or possible abuse

On receiving a report of suspected poor practice or abuse, the safeguarding officer should follow the cricket association's procedure to determine the next course of action, depending on if the content of the report amounts to poor practice or abuse. If unsure, the safeguarding officer should consult with the advisory group, a local agency or the police to support them in their decision making.

#### **What may happen after an allegation of abuse has been made?**

Any internal cricket association investigation should be put on hold until government or criminal investigations are complete, so that internal processes do not compromise the government or criminal investigation.

Suspending the staff member, coach or volunteer from his/her duties while an external investigation takes place should be standard practice.

The cricket associations response may then include (this is not in order of importance or an exhaustive list):

- liaising with child protection services as necessary to ensure support is provided to the child for his/her full care and recovery. If child protection services are not operational, engage with local organisations/NGOs to ensure care and support is provided;
- informing the line manager responsible for the staff member, coach or volunteer;
- informing the general secretary of the association in order to coordinate an internal response, when appropriate;
- contacting the victim and his/her family, if advised to do so by government or law enforcement agencies, to inform them that the allegations have been forwarded for investigation;
- informing the staff member, coach or volunteer of the allegation made against him/her and affording them the opportunity to respond.

#### **What may happen where the concern is not an allegation of abuse but of poor practice?**

Poor practice refers to behaviour that disregards the needs of children, thus compromising their well-being and safety, but does not meet the threshold of abuse.

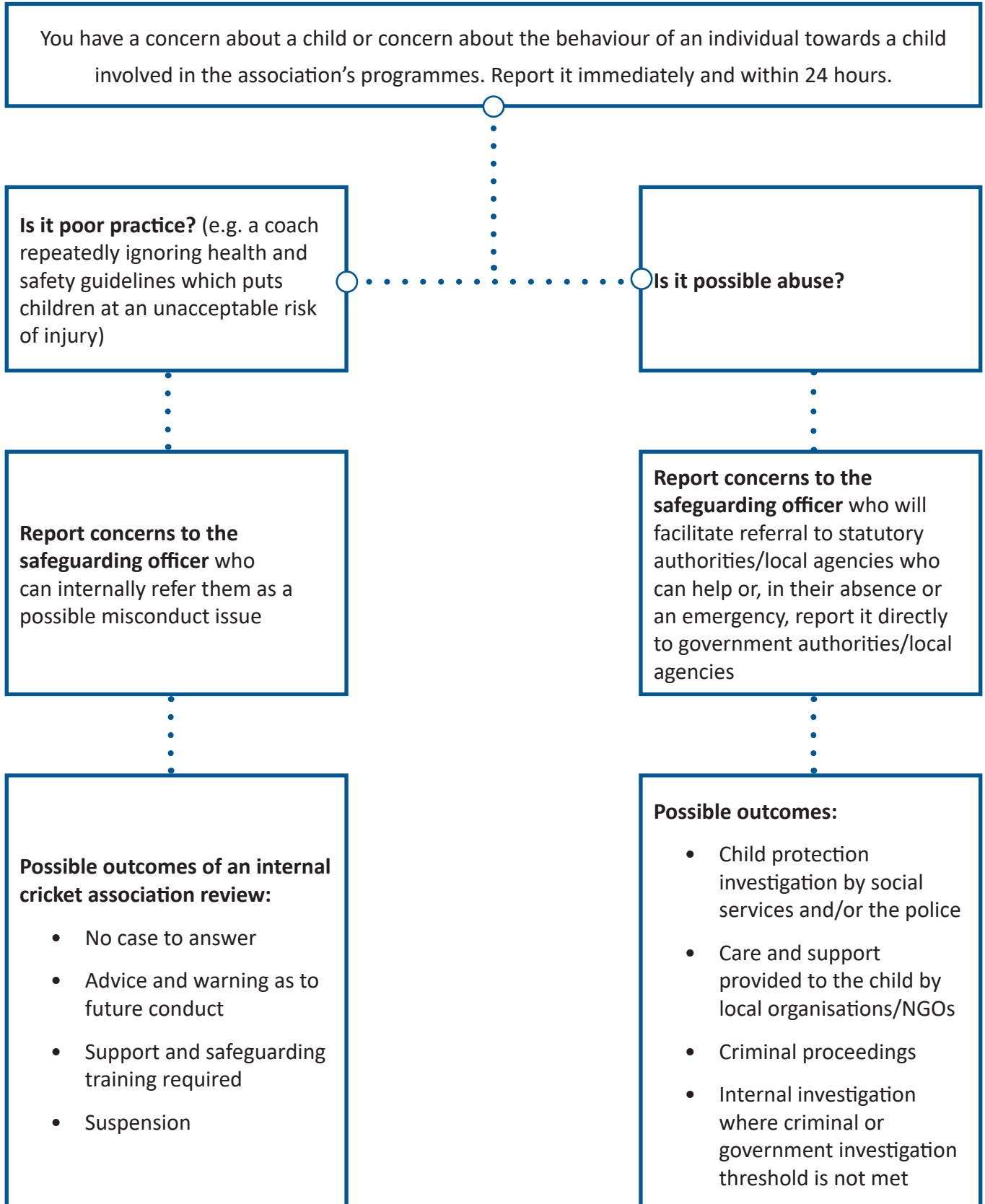
The majority of poor practice cases can be dealt with by cricket associations through the relevant competent body and cooperation from all parties involved. Follow-up by the safeguarding officer is important to ensure that the appropriate course of action has been followed.

#### **Key Points**

- There is a responsibility to respond to both cricket-related and non-cricket related concerns.
- All concerns and allegations of potential poor practice or abuse should be taken seriously and responded to immediately and appropriately.
- Government authorities have the responsibility to investigate abuse, not the cricket association, but it is everyone's duty to prevent any risk of harm to children and to report any concerns they may have.
- Poor practice cases should be dealt with by cricket associations.

This flow chart is an example of how you might describe how you will act on a report of abuse or poor practice. Adapt as necessary to your context in consultation with your local partners and expert advisory group.

## DEALING WITH SUSPECTED POOR PRACTICE AND/OR POSSIBLE ABUSE



## APPENDIX F

### Guidance on safe recruitment of staff, coaches and volunteers

#### Safe recruitment and screening

The range and quality of cricket programmes for children would not exist without the time, skills and commitment of staff, coaches and volunteers.

It is recognised that recruitment can never be entirely “safe” but the aim of safer recruitment is to put in place a number of actions that, together, aim to reduce the chances of employing the “wrong” people to work with children. Cricket associations have the responsibility to ensure that those staff, coaches and volunteers providing cricket opportunities for children are appropriately selected, supported and have the necessary safeguarding knowledge to help them in their roles.

The following recruitment procedures will help select the right people and screen out and discourage those who are not suitable to work with children in cricket:

1. All roles involving interaction with children should explicitly include reference to safeguarding in the adverts and job descriptions.
2. At least two reference checks should be conducted and documented. Reference should be requested to demonstrate the applicant’s suitability to work with children.
3. Applicants identification should be verified through ID such as a passport or national ID card.
4. Applicants should explicitly explain any gaps in employment.
5. The decision to request a police check needs to be made wherever there is an obligation or a possibility to do so under local legislation.
6. If police checks do not exist in your country, a self-declaration form should be signed. All such checks must be completed before the individual starts working in his/her role and at least once every five years, once he/she has started working in his/her role.
7. All new employees must complete the cricket association’s training on safeguarding children in cricket within three months of taking up a post.
8. All new employees must read and sign the cricket association’s code of conduct upon taking up a post.

This checklist can help you think through safer recruitment practises. In some countries, it may be difficult to fully comply with all area of the checklist – for example, police checks may not be possible. Similarly, obtaining copies of qualifications may be difficult, particularly if applicants have moved several times. Not being able to comply with one aspect of the checklist does not mean that the appointment cannot proceed. An overall assessment of the information available needs to be made.

## RECRUITMENT & SELECTION PROCESS

<b>Profile of candidate</b>	Decide what skills and knowledge are needed to safely work with children in cricket, and include these within the profile
<b>Advertisement</b>	Include a clear statement about your association's commitment to safeguarding children
<b>Interview questions</b>	<p>Recruitment for those who will work directly with children should include an interview plan that incorporates behavioural-based questions. Sample safeguarding questions for interviews may include:</p> <ul style="list-style-type: none"> <li>• Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?</li> <li>• How have you handled children who did not want to participate in an activity?</li> <li>• Provide me with three examples of how to work safely with children in cricket.</li> <li>• How would you handle children who were not listening to your instructions?</li> <li>• What is your understanding of safeguarding children in cricket?</li> </ul>

## Sample criminal record declaration form

(adapt as necessary to your national context and as necessary to fulfil the requirements of any applicable data protection legislation)

All applicants working directly with children must complete this form in full. Please refer to the guidance notes below before completing the following sections. Please complete in **black ink**.

<b>Full Name (block capitals):</b>	
<b>Post applied for:</b>	

Please answer the following questions:

**1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of any offences or penalties as well as the name of the country and dates in the table below. \***

Please tick as appropriate: Yes \_\_\_ (Please provide details.) No \_\_\_ (Proceed to question 2.)

Date and place	Details
----------------	---------

<p>*If any circumstances change which would affect your response to this question, you must inform the [insert name of cricket association] about the details without unnecessary delay.</p>	
<p><b>2. Have you ever been subject to disciplinary proceedings or disqualified from work with children or subject to any other sanctions?</b></p>	
<p>Please tick as appropriate: Yes ___ (Please provide details.) No ___ (Proceed to question 2.)</p>	
Date and place	Details
<p><b>3. Please sign the following declaration and return this form to [insert name of member association] Human Resources where applicable or the recruiting manager with your application for employment. Failure to complete this declaration will result in your application being withdrawn.</b></p>	
<p>- I confirm that the information I have given on this form is correct and complete. I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me may be subject to a further review and I hereby give my consent for..... [insert name of cricket association] to carry out the relevant criminal record checks.</p> <p>- I declare that I will notify [insert name of cricket association] immediately if I am prosecuted or convicted for a criminal offence.</p> <p>- I declare that I am not currently on any barring list or sex offenders list in any country. I declare that I will notify [insert name of cricket association] immediately if I do become barred or listed in future.</p>	
Signature:	Date:

**Suggested guidance notes for applicants:**

**Why you need to declare your criminal convictions and other related information**

[Insert name of cricket association] is committed to safeguarding children from abuse, and expects all staff and volunteers to share this commitment. We ask you to complete this form as comprehensively and honestly as possible. The only people who will see the information provided will be those directly involved in the recruitment process. At your interview, or in a separate discussion post-interview, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

Having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offence(s).

We will ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

## APPENDIX G

### Sample Risk Assessments

Risk assessments are a useful tool for identifying risks to children in all areas of cricket, and minimising that risk by acting on the assessments, and reflecting on what has been done to minimise risk, particularly when an incident occurs. Regularly reviewing risk assessments ensures that they accurately reflect the current situation. The areas that risk assessments cover should include, as a minimum:

1. Activities of the Cricket Association in growing and promoting the game of cricket
2. Cricket matches
3. Overnight stays and travel for cricket
4. Coaching in the community
5. Coaching in schools































## APPENDIX H

### Sample Code of Conduct - Coaches, Volunteers, Officials and Association Staff

All [Insert name of cricket association] coaches, volunteers, officials and staff will:

- Respect the rights, dignity and worth of every person within the context of cricket.
- 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, health status, sexual preference or political belief.
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed.
- Display high standards of behaviour at all time.
- Promote the positive aspects of cricket, e.g. Spirit of Cricket & fair play
- Encourage all participants to learn the rules, play within them and respect the decisions of match officials.
- Actively discourage unfair play, rule violations and arguing with match officials.
- Recognise good performance; not just match results.
- Place the wellbeing and safety of young people above the development of performance.
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual.
- Respect young people's opinions when making decisions about their participation in cricket.
- Not smoke, drink or use banned substances whilst actively working with young people in the club.
- Not provide young people with alcohol, nicotine or banned substances.
- Always work in an open environment, i.e. avoid private or unobserved situations and encourage an open environment.
- Inform players and parents/carers of the requirements of cricket.
- Develop an appropriate working relationship with young players, 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, gestures or terms with a young player.
- Attend appropriate training & maintain accreditation to keep up to date with their role and especially with respect to the safeguarding of young people.
- Staff, coaches, volunteers and officials cannot direct message anyone under 18 years old via email, text or social media platforms. Messages should be directed to the parents AND the young person or via open forums with appropriate language & content.
- Know, understand & follow the [Insert name of cricket association] safeguarding guidelines and policies

**Report any concerns in relation to a young person to:**

**[Insert name], Safeguarding Officer (CWO), [Insert email], [Insert telephone number]**

## Sample Code of Conduct - Cricket Team

[Insert name of cricket association] is committed to maintaining the highest standards of behaviour and conduct. This Code of Conduct incorporates the Spirit of Cricket, as set out below. It applies to all cricket played under the auspices of the [Cricket Association]. All players engaged in cricket will:

1. Respect the rights, dignity and worth of every person within the context of cricket.
2. 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, health status, sexual preference or political belief.
3. Not condone, or allow to go unchallenged, any form of discrimination or abuse if witnessed.
4. Know, understand & follow the [Cricket Association]'s safeguarding guidelines and policies.

Furthermore:

1. The captains are responsible at all times for ensuring that play is conducted within the Spirit of Cricket as well as within the Laws.
2. Players and Team Officials must at all times accept the Umpire's decision. Players must not show dissent at the Umpire's decision or react in a provocative or disapproving manner towards an Umpire at any time.
3. Players and Team Officials shall not intimidate, assault or attempt to intimidate or assault an Umpire, another Player or Spectator.
4. Players and Team Officials shall not use crude and/or abusive language nor make offensive gestures or hand signals nor deliberately distract an opponent.
5. Players and Team Officials shall not use or in any way be concerned in the use or distribution of illegal drugs.
6. Clubs must take adequate steps to ensure the good behaviour of their members and supporters towards players and Umpires.

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws, but also within the Spirit of the Game. Any action, which is seen to abuse this spirit, causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the Captains.

**Report any concerns in relation to a young person to:**

**[Insert name], Safeguarding Officer (CWO), [Insert email], [Insert telephone number]**

APPENDIX I

Sample community engagement materials



# [NAME] CRICKET ASSOCIATION

Keeping Children Safe in Cricket

**LOGO**

**[Name] Cricket Association believes cricket should always be fun, safe and fair for all children.**

Children have the right to be free from all forms of abuse, and we are committed to appointing and training appropriate adults to work and volunteer in cricket.

*If you are concerned about a child involved in cricket, or if you are worried about the behaviour of a coach, official or other adult involved in cricket, you can contact the [Name] Cricket Association safeguarding officer.*

Name:  
Email:  
Phone:

For more information, visit [www.cricketsafeguarding.com/\[name of country\]](http://www.cricketsafeguarding.com/[name of country])

## Press Release

[Cricket Association] is committed to providing cricket in a fun, safe and respectful environment for all children. We recognise children's right to be free from all forms of abuse and acknowledge our duty of care to safeguard them.

As part of this duty of care we are ensuring that all coaches, officials and volunteers active in cricket are being trained in how to keep children safe, on what is appropriate behaviour, and how to report any concerns they have to the [Cricket Association] safeguarding officer.

The [Cricket Association] safeguarding officer is the first point of contact for any concerns you might have about the behaviour of anyone involved in cricket. Whether you are concerned about bullying, abuse, or any risk of harm to children in cricket we encourage you to contact the safeguarding officer. Any concern raised will be treated with discretion and in confidence - information will only be shared on a "need-to-know" basis, and only if it is in the best interest of the child concerned.

The [Cricket Association] safeguarding officer contact details are as follows: