

10 SAFE IN CRICKET - GOOD PRACTICE GUIDELINES

Sports organisations have a *duty of care* towards all children involved in their activities. These good practice guidelines help people take a common sense approach, setting out how staff/volunteers can keep children safe whilst ensuring best practice.

These guidelines for those working and/or volunteering directly with children in cricket, provide practical guidance on practices to keep children safe and to promote a safe operating environment for the member of staff/volunteer. These guidelines compliment and should be read in conjunction with the Cricket Scotland Code of Conduct. Breach of these guidelines may be dealt with under Cricket Scotland's policies for dealing with complaints, performance management, discipline or responding to concerns.

These guidelines apply to all children and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so. Children under the age of 16 years should not be placed in positions of sole responsibility in relation to other children.

Cricket takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

- A. Adult to child ratios
- B. Physical contact
- C. First aid
- photography
- D. Sexual activity
- E. Managing challenging behaviour
- F. Transporting children
- G. Collection by parents
- H. Trips away from home
- I. Communication technology
- J. Procedures for film and
- K. Clubhouses and changing rooms
- L. 1:1 Coaching
- M. Whistle Blowing
- N. Missing Child Guidelines
- O. Anti-Bullying Policy

A. ADULT TO CHILD RATIOS

Cricket Scotland adheres to the following ratios which are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005):

Age: 3 and over 1:8

If all children are over 8 1:10

All activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.

There may be other considerations that are specific to the environment. The Scottish weather conditions are subject to rapid change and children should be suitably prepared.

B. PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a participant who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. Contact must be restricted to the head, shoulders, arms, hands, legs below the knees, and feet. Instruction should be accompanied by asking if the child is comfortable with this contact. Such contact should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Helpers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

C. FIRST AID AND THE TREATMENT OF INJURIES

- Where practicable all parents/carers of children must complete a *Partnership with parents/carers form*, before their child participates in cricket.
- There must always be an accessible and well-resourced first aid kit at the venue.
- The staff/volunteer running the event or activity must be made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A *Responding to Concerns form* is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance will be made available.
- A child's parents/carers will be informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur will be reviewed to avoid future repetitions.

D. SEXUAL ACTIVITY

Within sport, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in cricket is prohibited during team events, in sports facilities and at social activities organised by Cricket Scotland. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with the Cricket Scotland Disciplinary Procedure and reports being made to external agencies such as the police or social services.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career. Sexual activity

between adults and young people (16+) involved in cricket are therefore prohibited when the adult is in a position of trust or authority (coach, trainer, official).

Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with Cricket Scotland Disciplinary Procedures, which in the case of criminal action will include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action will be taken to report it to the police.

E. MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers delivering cricket to children may, from time to time be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice that can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions that must *never* be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities that take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to either the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an outing.

Adults and children shall never be permitted to use the any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved in Cricket Scotland, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring his or herself, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask his or herself, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- ◆ All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- ◆ Staff/volunteers should never employ physical interventions that are deemed to present an unreasonable risk to children or staff/volunteers.
- ◆ Staff/volunteers shall never use physical intervention as a form of punishment.
- ◆ The scale and nature of the physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/damage they might cause.
- ◆ The circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- ◆ Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- ◆ Staff/volunteers should never behave in a way that could be interpreted as sexual.
- ◆ Contact should be avoided with buttocks, genitals and breasts.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Significant Incident Form and passed to the Cricket Scotland CWPO as soon as possible. We recognise that such an intervention is only ever likely to become necessary in cases of great urgency and this will be taken into account when reviewing the actions taken by a member of staff or a volunteer.

A timely debrief for staff/volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used, this process will involve the line manager, **Child Wellbeing and Protection Officer** and the Chief Executive.. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and on-going support offered where necessary. Staff/volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. This discussion will include a discussion about continued safe participation.

F. TRANSPORTING CHILDREN

In general Cricket Scotland does not take responsibility for the transport of players to and from venues for events. Cricket Scotland will only take such responsibility where it is expressly accepted. Where it is necessary for Cricket Scotland to transport children, the following good practice is required:

- It will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the transport arrangements unless responsibility for those arrangements has been undertaken by Cricket Scotland.
- Where Cricket Scotland makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - Ensuring that all vehicles and drivers are correctly insured for the purpose.
 - Ensuring the driver has a valid and appropriate license for the vehicle being used.
 - All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
 - An appropriate ratio of adults per child.
 - Ensuring drivers have adequate breaks.

In general Cricket Scotland does not encourage volunteers/staff members to transport children to activities by car. However, when this situation cannot be avoided the following good practice is required:

- Where practicable and planned, parent/carer consent with regard to the journey to be undertaken will be provided.
- Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive.

G. COLLECTION BY PARENTS/CARERS

A collection policy will be agreed with parents/carers that will include a clear and shared understanding of arrangements for collection at the end of a session.

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of Cricket Scotland to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- It is clear that while the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we sign up to.

- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

- To help avoid this situation occurring in the first place:

1. Cricket Scotland will make sure that literature, application forms and consent forms;
 - ⇒ Are clear about starting and finishing times of sessions.
 - ⇒ Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
 - ⇒ Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
 - ⇒ Have a late collection telephone contact and number on [Partnership with Parents/Carers Form](#).
2. Where possible there should be more than one adult/leader to lock up at the end of a session.

Staff/volunteers will be trained/briefed on how to deal with being left alone with a child. Though as a general rule we should not put ourselves in the position of being alone with a child, there are exceptions and this situation is one of them. The welfare of the child will take precedence, and he/she will not be left alone. The following principles should be adhered to:

- The child's address, contact telephone number and an alternative phone number will be used to contact the adult responsible for the child and ask them to collect the child.
- If a staff member/volunteer is left alone with a child then a record of their actions should be kept and the Cricket Scotland CWPO and parents/carers should be informed as soon as possible.
- When all else fails, call the police.

H. TRIPS AWAY FROM HOME (Including overnight stays)

These guidelines cover children being taken away to play or train away from their normal base location and are aimed primarily at games out with the normal local agenda e.g. league matches.

Section A covers guidance on managing children at games away from their home including all trips involving an overnight stay.

Section B covers additional guidance particular to trips that include an overnight stay.

These guidelines identify the need to:

- Follow the Club's Child Wellbeing & Protection Policy
- Undertake risk assessments of venues and facilities
- Ensure coaches have signed up to the Coaches Code of Conduct

Section A – Guidance for managing children away from their home club including trips involving an overnight stay

A team manager should be appointed with clear roles and responsibilities including:

- Establish and communicate the following information to parents:
 - Why the trip is planned
 - When the trip will take place – date, time of departure and estimated return
 - Where the trip is to, including venues
 - Where the meeting points will be
 - Staffing arrangements
 - Name and contact details of the appointed Team Manager
 - Kit and equipment requirements
 - Details of cost and suggested spending money
 - Name and contact number of the Club Home Contact
- Be in possession of a written copy of relevant emergency contact details and any medical information for the children taking part:
 - Determine appropriate staffing and staff training arrangements
 - A Head Coach and Team Manager should be appointed
 - The Head Coach and Assistant Coaches (if available) will take responsibility for training and game management
 - The Team Manager will undertake the role of Child Wellbeing and Protection Officer
 - The Team Manager (and any other staff) will be responsible for any other necessary support roles such as chaperones
- Ensure there is a Club Home Contact. A Club member who is not travelling away, who will act as a contact point in an emergency. The Home Contact should have the following information:
 - Names of players and staff on the trip
 - Emergency contact names and phone numbers for each of the above
 - Details of any medical needs
 - Contact numbers for staff on the trip

- Detailed trip planning includes the need to:
 - Identify suitable venues and facilities for both the cricket and accommodation
 - Where possible visit the tour facilities, venues and accommodation
 - Undertake risk assessments
 - Where a prior visit is not possible, risk assessments should be sought from the facilities management of the locations being visited
 - Analyse insurance cover required
- When planning a trip, it is important to allow sufficient time for all the requirements to be completed.

Section B – Additional guidance particular to trips that include an overnight stay

The team manager's duties will include:

- Staff at the chosen accommodation must be contacted in advance to ensure:
 - All accommodation is clean and has access to sufficient toilet and bathing facilities
 - Players do not have to share beds
 - Male and female players do not have to share rooms
 - Staff do not have to share a room with players
 - Players of vastly differing ages do not share rooms
 - That rooms with satellite TV do not have access to inappropriate programmes
 - That the accommodation policy on bills, breakages and lost keys is checked
 - Where possible, players rooms to be grouped together
 - All dietary requirements are catered for
- Arranging a meeting with parents/carers and players to provide details of the trip. The following information should be given to parents/carers in writing:
 - An itinerary giving as much detail as possible
 - The duration of the trip
 - Details of all accommodation with addresses and contact numbers
 - Names of all cricket staff
 - The Club Coaches Code of Conduct
 - Emergency telephone contacts
 - Child safeguarding procedures
 - How to report concerns about a child
 - Team Manager, the Club Child Wellbeing and Protection Officer should be informed
 - Contact details of the Club Child Wellbeing and Protection Officer
 - Details of insurance
 - Date for payments
 - Details of transport arrangements
- Prepare players for touring:

- The Team Manager and coaches should meet with players prior to the trip
- Agree, expectations, Code of Conduct and sanctions
- Explain staff roles and responsibilities
- Confirm players responsibility for their own property
- Outline support available if homesick or if need to speak to staff in confidence
- The Club Home Contact is provided with:
 - Copies of the players Partnership with Parents/Carers forms
 - Contact numbers for venues and accommodation
 - Contact telephone numbers for all staff
- In the event of an emergency:
 - Establish the nature of the emergency and the names of any casualties
 - Ensure the rest of the team are safe and supervised
 - Ensure all members of the party are aware of the situation and follow emergency procedures
 - Organise a member of staff to accompany any casualties to hospital
 - Notify the police if necessary
 - Complete the Club Significant Incident Form
 - Take responsibility for dealing with the media
 - Brief the Club Home Contact to keep parents/carers informed
 - Liaise with Club management
 - Report the incident to insurers if appropriate

The following guidance and protocols should be applied as needed during the tour:

- The team manager must ensure players are safe throughout the trip
- Players must know how to contact staff at all times including which rooms they are occupying
- Staff must know they have a duty of care for the players
- Medical information and emergency contacts must be available at all times
- Staff must have access to a first aid kit

I. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA

Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Whether a social networking page, email or a website is used to inform young people about match details, the following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc;
- written permission is sought from parents/carers via the *Partnership with Parents/Carers* form;
- the need for the technology will be clearly identified and its use specified;
- it will be Cricket Scotland as an organisation who is communicating information – one-to-one interaction is strongly discouraged
- All concerns about the inappropriate use of technology will be dealt with in line with Cricket Scotland performance management, disciplinary and/or responding to concerns procedures. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP)
See appendices – useful contacts.

1. COMMUNICATIONS TECHNOLOGY

There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with children by adults with wrongf ul/questionable intent;
- being sent offensive or otherwise inappropriate material;
- online bullying by peers;
- grooming for sexual abuse;
- direct contact and abuse.

For adults, risks involved include:

- their communication with children being misinterpreted;
- potential investigation (internal or by statutory agencies);
- potential disciplinary action.

1.2 TEXT/EMAIL

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. This information should only be “need to know” information such as the last minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child’s behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to children and young people’s details should be kept to a practical minimum. A record should be kept of their numbers/addresses (preferably by Cricket Scotland Child Wellbeing and Protection Officer);
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation;
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

1.3 INTERNET

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required

when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to Cricket Scotland. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the internet should be reported to Cricket Scotland CWPO.

1.4 SOCIAL NETWORKING SITES

The following is recommended if the organisation decides to allow mutual access between it and its members (including children):

Permission

- Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the Cricket Scotland Rules or Code of Conduct.
- Set up a Cricket Scotland profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep the Cricket Scotland profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join). Cricket Scotland urges caution regarding interactions between staff / key volunteers from their social media sites and children in their care. This caution also applies to squads where adults and children are team mates.

Concerns

- Informal online “chat” with members around subjects outside the sport/activity should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/Concerns About the Conduct of a Member of Staff/Volunteer.

1.5 INTERNET FORUMS

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people. Sites should be well monitored and any offending comments removed. A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

1.6 MOBILE PHONE CAMERAS/VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

The procedures for use of photographs, film and video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

J. PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Photos and video clips can be used to celebrate achievements, promote your activities and let people know that bit more about your team, club or sport. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

1. PHOTOGRAPHS, FILM and VIDEO

Scope

- Cricket Scotland will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Cricket Scotland has no power to prevent individuals photographing or filming in public places.
- Cricket Scotland reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

Notification

- Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in cricket. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes e.g. website or publication.
- Materials promoting events will state, where relevant, that photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Permission

- Parents may withhold their permission to photography and filming. Anyone wishing to withhold such consent should make that wish known to the designated Event Child Wellbeing and Protection Officer. However, in the absence of any expressed objection, parental agreement will be assumed.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- All actions by Cricket Scotland will be based on the best interests of the child.
- If the event is a promotional event for Cricket Scotland, which requires photography or filming, then Cricket Scotland reserves the right to remove the player on whose behalf consent has been withheld to enable the promotional images to be taken.

Use of Images and Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Cricket Scotland Safe in Care Guidelines, where this is within the control of Cricket Scotland.

- Cricket Scotland will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

Concerns

- Anyone behaving in a way that could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or Cricket Scotland Child Wellbeing and Protection Officer.
- Where appropriate concerns should also be reported to the police.

K. CLUBHOUSES AND CHANGING ROOMS

One of the areas where children are particularly vulnerable at many sports facilities is the locker/changing/shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following advice may be useful:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- If at all possible changing rooms should not be used for team talks. If there are no other options, it is best practice to wait until all children are fully dressed.

L. 1:1 Coaching

Child abuse and harassment can take place in many situations, and in a 1:1 situation, children are most vulnerable. As a coach you should adopt the highest standards of practice and be responsible for safeguarding yourself and the child you are coaching. The guidance below is intended for all those involved in coaching, whether they hold a coaching qualification or not

Good Practice means:

- Gain parental consent and contact details for any 1:1 coaching session
- Agree time and venue with player and parent/guardian is aware of the arrangements
- Coach to ensure venue and equipment is safe and appropriate for use
- Invite parent/guardian to sit in on the session
- Follow the Code of Conduct for Safeguarding Children in Cricket
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M. Whistle Blowing Policy

Cricket Scotland is committed to maintaining a culture where it is safe, and acceptable, for all those involved in cricket to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in sport must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people and/or agencies. Although this can be difficult, it is particularly important where the welfare of children may be at risk.

Cricket Scotland assures all those involved in cricket that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent.

Reasons for Whistle Blowing

Each individual has a responsibility for raising concerns about unacceptable behaviour or practice:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

What happens next?

- You should be given information on the nature and progress of any enquiry
- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- Your **Club Child Wellbeing and Protection Officer** and Cricket Scotland have a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

Whistle Blowing Procedures

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:

- Name, address and telephone number
- Names of individuals involved
- The manner of the alleged incident/s or circumstances
- How they became aware of the nature of the allegation
- You should not attempt to deal with any allegation or suspicion yourself, rather inform your Club Child Wellbeing and Protection Officer or the Cricket Scotland Child Wellbeing and Protection Officer

Specifically do not:

- Inform the person about whom the concern was raised
- Inform any other members, participants or employees
- Commence your own investigation
- Annotate or remove evidence
- Delay in reporting the suspicion

Also, do not assume:

- “All is well, otherwise it would have been spotted earlier”

- “It doesn`t matter” or “no harm will arise”
- “Ignore it as it isn`t my responsibility”
- “Someone else must have reported it”

Who do I tell?

The first person you should report your suspicion or allegation to is your Club Child Wellbeing and Protection Officer. If for any reason you cannot, or do not wish to report the matter to your Club Child Wellbeing and Protection Officer, please contact the Cricket Scotland Child Wellbeing and Protection Officer

N. Missing Child Guidelines

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised and more critically, the missing child can be found in an organised and efficient way.

If a child goes missing, the following guidelines have been devised to clarify the actions to be taken the staff member/volunteer who has responsibility for the care of the child.

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- Inform the child’s parents/carers, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them that you are doing all you can to locate their child. Remember the child may contact the parents/carers direct, so this action is extremely important
- Organise all available responsible adults by areas to be searched. It is advisable to take a short time to organise the search properly so that all areas are searched fully
- Send searchers immediately to any exits to the venue to ensure the child has not left
- Searchers should also be sent to any areas of potential danger such as nearby rivers
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club’s grounds
- Request that all persons searching, report back to a nominated adult at a specific location
- This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should cover approximate height, build, hair and eye colour, what clothing the child was wearing, together with where and when they were last seen
- If the search is unsuccessful, you should contact the police
- A report should go to the police no later than 20 minutes after the child’s disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, follow their guidance
- If the police act upon the concern, always be guided by them in any further actions to take
- At any stage when the child is located, ensure you inform all adults involved including parents/carers, searchers and the police, if by then, they are involved

- All missing children incidents MUST BE reported to the Club Child Wellbeing & Protection Officer, in order that a review of the incident can be conducted

O. Anti-Bullying Policy

Policy Statement

Cricket Scotland is committed to providing a caring, friendly and safe environment for all our children so that they can train, and play, in a relaxed and secure place. Bullying of any kind is unacceptable at Cricket Scotland. All children at Cricket Scotland have the right to play cricket in an atmosphere that is free from victimisation and fear. Children have the right to protection from all forms of violence and must be kept safe from harm whilst being given proper care by those looking after them at Cricket Scotland. Cricket Scotland is committed to this intent and seeks to ensure, as far as is reasonably practical, the prevention of all forms of bullying among members.

Bullying Explained

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain or distress to the victim.

Bullying can take many forms:

- Emotional: being unfriendly, excluding people, tormenting (e.g. hiding kit)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, gestures or graffiti
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name calling, sarcasm, spreading rumours and teasing
- Cyber: bullying behaviour online or via electronic communication (email, text, social media). Misuse of associated technology, such as camera and video facilities

Responding to Bullying

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Cricket Scotland has a responsibility to respond promptly and effectively, to issues of bullying.

Expectations

- All adults and children at Cricket Scotland should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the Cricket Scotland policy is on bullying and follow the stated procedures if bullying is reported
- All children and parents/carers should know what the Cricket Scotland policy is on bullying and what they should do if bullying arises
- Cricket Scotland will highlight our policy on bullying to participants and children by publicising it through our website and information to age group players.
- At Cricket Scotland, we take bullying seriously. Children and parents/carers can be assured they will be supported if bullying is reported

Signs and Symptoms

A child may indicate by signs or behaviour, that they are being bullied. Adults should be aware of signs and investigate if a child:

- Has unexplained injuries
- Changes their usual routine
- Is unwilling to participate in Cricket Scotland activities
- Becomes withdrawn, anxious or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Feigns injury
- Is frightened to say what's wrong
- Sudden loss of friends
- Has difficulty sleeping or has nightmares
- Stops eating
- Displays self-destructive behaviours such as running away from home, harming themselves or talking about suicide

These signs and behaviours could indicate other problems but bullying is a possibility and should be investigated.

Procedures

- Children and parents/carers made aware that bullying should be reported to any Club official or coach
- Club officials and coaches made aware to report incidents of bullying to the Club Child Wellbeing and Protection Officer
- Record details on the Club "Responding to Concerns" form
- Parents/carers should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, the police can be consulted
- Bullying behaviour will be investigated timeously to ensure that the bullying is stopped as quickly as possible
- An attempt will be made to help those responsible for the bullying, to change their behaviour

Prevention

Cricket Scotland will attempt to prevent bullying by:

- Ensuring that children are aware of the Players Code of Conduct (contained within the Child Wellbeing and Protection Policy)
- Considering the use of behaviour contracts
- Having open discussions about bullying and why it matters
- Having appropriate staff/ coaching levels
- Role modelling by coaches
- Using a Restorative Practice approach, where "How can we put it right?", is the priority

Consequences

Where bullying becomes persistent or violent and interventions are not successful, firmer action may have to be taken. This can take the form of formal exclusion or be time limited e.g. missing a number of games or training.

Further advice can be obtained from respectme, Scotland's Anti-Bullying Service, www.respectme.org.uk