

Capital Kids Cricket – Safeguarding/Child Protection

Registered Charity No. 1056817 Last update – 05/12/2024

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Introduction

This policy will be shared with all board members, staff, volunteers, and other relevant personnel via the staff handbook and/or as part of an induction process. The policy is also available to view on our website: www.ckc.london.

All forms relevant to safeguarding (e.g. photo consent forms, medical forms, residential forms etc.) will be made available to full-time coaching staff when required or upon a necessary request. These forms are stored in CKC's "Back Office" folders. These will only be stored for, at most, the maximum time permitted under UK law after which time they will be deleted/destroyed.

All sporting organisations which make provision for children and young people must ensure that:
The welfare of the child is paramount.

All staff, volunteers and participants will follow all the up-to-date COVID-19 guidelines set by the government, Sports England, ECB, Capital Kids Cricket and schools

All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All staff (paid /unpaid) working for Capital Kids Cricket have a responsibility to report concerns to the appropriate officer. Staff/volunteers are not trained to deal with situations of abuse nor decide if abuse has occurred.

All staff, coaches and volunteers (paid/unpaid) working on regular activities must have a valid ECB Enhance DBS check in place.

Capital Kids Cricket will ensure that a first aider is present at all events and sessions.

This policy draws on guidance from the England and Wales Cricket Board (ECB – cricket's governing body) and reflects statutory responsibilities and legislation outlined in the Children act 2004 and Working together To Safeguard Children 2018 guidance.

Policy statement

Capital Kids Cricket has a duty of care to safeguard from harm all children, and vulnerable adults, that are involved in its sporting or non-sporting activities. All children have a right to protection, and the needs of disabled children, and others who may be particularly vulnerable must be considered. Capital Kids Cricket will ensure the safety and protection of all children, and adults with special needs involved in Capital Kids Cricket programmes through adherence to the Child Protection guidelines adopted by Capital Kids Cricket.

A child is defined as under 18 - The Children Act 2004.

Capital Kids Cricket has adopted the ECB's Safe hands and Child protection policies and follows all up-to-date guidelines from the ECB as well as the UK Government.

<https://www.ecb.co.uk/about/policies/safeguarding>

https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf

Policy Aims

The aim of Capital Kids Cricket Child Protection Policy is to promote good practice:

- Providing children, young people, and adults with special needs, with appropriate safety and protection whilst in the care of Capital Kids Cricket or its affiliates.
- Allowing all staff /volunteers to make informed and confident responses to specific child protection issues.
- Promoting Good Practice with Young People

Policy Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school, and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Capital Kids Cricket:

Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/disabled adults equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Care is

needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted, and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

- keeping up to date with the technical skills, qualifications, and insurance in sport
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB however, same gender abuse can also occur.)
- ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to act in loco parentis if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.
- CKC staff and coaches will follow ECB guidelines on safe coach-to-player ratios (appendix B).

Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.

We also follow all practices to be avoided as outlined in ECB policies and guidelines.

The following should never be sanctioned. You should never:

- engage in rough, physical, or sexually provocative games, including horseplay.
- share a room with a child.
- allow or engage in any form of inappropriate touching.
- allow children to use inappropriate language unchallenged.
- make sexually suggestive comments to a child, even in fun.
- reduce a child to tears as a form of control.
- allow allegations made by a child to go unchallenged, unrecorded, or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves.
- invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or

assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur, you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed.

if you accidentally hurt a player

if he/she seems distressed in any manner

if a player appears to be sexually aroused by your actions

if a player misunderstands or misinterprets something you have done.

Guidelines for Use of Photographic Filming Equipment at Sporting Events:

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all staff be vigilant with any concerns to be reported to The Capital Kids Cricket Child Protection Officer.

Videoing as a coaching aid: there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and care should be taken in the storing of such films.

Online/virtual sessions: All social activities through social media, video conferencing, Zoom, Team, Skype etc. follow ECB and government guidelines and procedures. It is mandatory that all young people are with a responsible adult at all the time during the activities.

Before obtaining any publicity photos/videos of children or young people, parents/carers will be required to provide consent, written or via a completed consent form, and will be made aware of how the photos/videos will be used.

All CKC staff, volunteers and participants will be guided by the government, ECB and Capital Kids Cricket and relevant schools regarding filming and virtual coaching/communication.

Recruitment and selecting staff and volunteers

Capital Kids Cricket recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking preselection checks the following should be included:

All volunteers /staff should complete an application form. The application form will elect information about an applicant's past and a self-disclosure about any criminal record.

Consent should be obtained from an applicant to seek information from the Criminal Records Bureau Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.

Evidence of identity (Passport or driving license with Photo).

If a volunteer/staff member is selected to undertake work with Capital Kids Cricket, they will be required to complete an ECB accredited Safeguarding course before commencing any work with children or vulnerable adults.

Responding to suspicions or allegations

It is not the responsibility of anyone working in Capital Kids Cricket, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Capital Kids Cricket will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

The following action should be taken if there are concerns (See Appendix A):

Poor Practice

If, following consideration, the allegation is clearly about poor practice; The Capital Kids Cricket Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by The Capital Kids Cricket Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the other Capital Kids Cricket child protection officer or the named Capital Kids Cricket management committee member who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

Definition of abuse:

Abuse refers to any action, or lack of action, that results in harm, exploitation, or distress to an individual. It can occur in various forms, including but not limited to:

- **Physical Abuse**
The use of force or violence that results in pain, injury, or harm, such as hitting, shaking, or causing physical discomfort.
- **Emotional or Psychological Abuse**
Actions or words that cause emotional harm, humiliation, intimidation, or undermine an individual's self-esteem or dignity. Examples include verbal abuse, coercion, or manipulation.
- **Sexual Abuse**
Any sexual act or behaviour performed without consent, including grooming, harassment, or exploitation, particularly in cases where the individual lacks the capacity to give informed consent.
- **Neglect**
The failure to provide for a person's basic physical, emotional, or medical needs, leading to harm or risk of harm. This includes ignoring essential needs or failing to protect an individual from harm.
- **Financial or Material Abuse**
Misuse or theft of an individual's finances, property, or assets, or coercion into financial arrangements that disadvantage them.
- **Discriminatory Abuse**
Actions or language that unfairly treat someone based on their age, disability, race, gender, religion, or other protected characteristics, causing harm or distress.
- **Organizational Abuse**
Poor practices or neglect within institutions or services, leading to harm. This includes systemic failure to uphold safeguarding standards.
- **Exploitation**
Taking advantage of someone for personal gain, including labour, sexual acts, or financial benefit, often targeting individuals in vulnerable situations.

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to The Capital Kids Cricket Child Protection Officer, who will take such steps, in coordination with the Safeguarding Lead Trustee, as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Capital Kids Cricket Child Protection Officer will refer the allegation to the social services department who may involve the police or go directly to the police if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Capital Kids Cricket Child Protection Officer should also notify the relevant Governing Body Sports officer who in turn will inform the Child Protection Officer who will deal with any media enquiries.

If the Capital Kids Cricket Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Safeguarding Lead Trustee, the other named Capital Kids Cricket Management officer or in his/her absence the Capital Kids Cricket Management Officer who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Capital Kids Cricket Child Protection Officer and Safeguarding Lead Trustee
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- The Governing Body of Sports Regional Development Manager and Child Protection Officer.
- The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

The Capital Kids Cricket Child Protection Officer and Safeguarding Lead Trustee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Capital Kids Cricket Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Capital Kids Cricket Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Support to Deal with the Aftermath

Consideration should be given about what support may be appropriate to children, parents, and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory¹ may be a useful resource.

Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if Bullying is Suspected

The same procedure should be followed as set out in Section 6.3 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to Help the Victim and Prevent Bullying in Sport:

1 The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk. 1 It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns.² Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Capital Kids Cricket Child Protection Officer or the school/youth club (wherever the bullying is occurring).

Action towards the Bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of borrowed items and that the bully (ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Appendix A

A Quick Guide to Procedures

This guide is designed to inform the most appropriate action in relation to concerns about either a parent or carer (e.g. outside the immediate sporting environment).

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT
OR CARER?

Report your concerns to the Club or Sports Association Child Protection Officer. If the Club or Sports Association Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately. Social Services and the person reporting concerns decide how to involve parents/carers.

YES

Record what the child has said, or what has been seen. Include dates and times and, if possible, send a copy to social services.

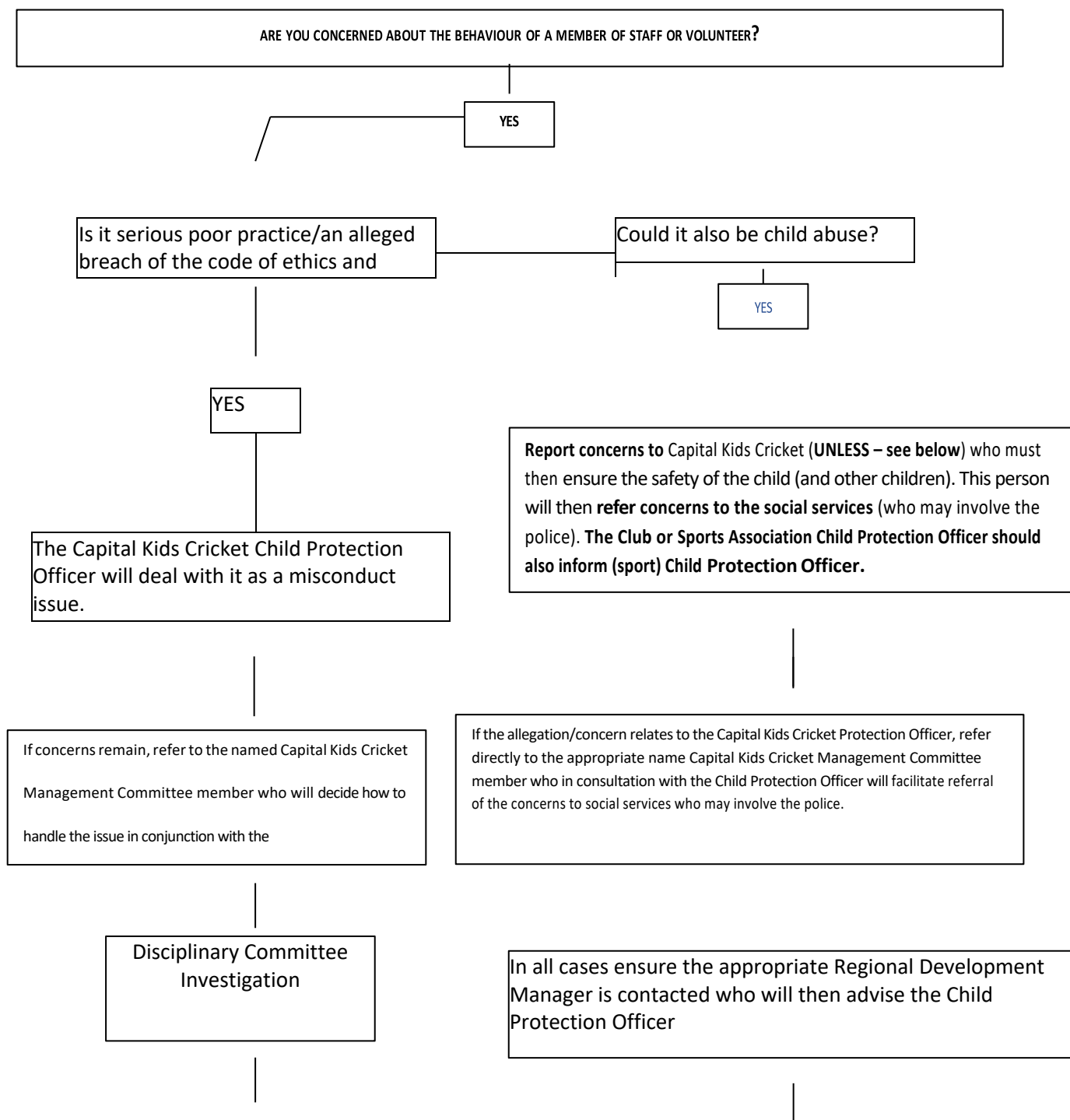
Remember:

Maintain confidentiality on a need-to-know basis only.

Ensure The Capital Kids Cricket Child Protection Officer follows up with social services.

The Capital Kids Cricket Child Protection Officer should also report the incident to the Capital Kids Cricket Disciplinary committee who should ascertain whether or not the person/s involved in the incident play a role in Capital Kids Cricket and act accordingly.

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within Capital Kids Cricket or associated sports group.



Possible Outcomes of Hearing:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- further training and support needed

Possible Outcomes:

Police inquiry
Criminal proceedings
Referral back to Disciplinary Committee.
Possible civil proceedings

Appeal's Committee

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact:

Capital Kids Cricket Child Protection officer – Shahidul Alam – 0774811 4811 – Shahidul.alam@ckc.london

Capital Kids Cricket Lead Trustee – Judy Knappett – 07968 531 855 - judy@hague.towerhamlets.sch.uk

The relevant County Safeguarding Officer:

Essex: Phil Knappett - 07717 728725 - safeguarding@essexcricket.org.uk)

Middlesex: Ken Palmer - 020 3640 9772 - safeguarding@middlesexccc.com

Surrey: Heidi Langrish - 07773394218 - cso@surreycricket.com)

Kent: Bridget Owen - 07807 026247- bridget.owen@kentcricket.co.uk)

The LADO for your local authority – details for the LADO in your borough can be found here: <https://www.londonscb.gov.uk/contacts/safeguarding-contacts/>

Or the NSPCC on 0800 800 500, or Childline on 0800 1111

Or if you think a child is in immediate danger don't delay – call the police on 999

What to do if there are concerns

- Information passed to the social services, or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.
- Information should include the following:
 - Name of child
 - Age of child and date of birth
 - Home address and telephone number
 - Is the person making the report expressing their own concerns or those of someone else
 - What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - A description of any visible bruising or other injuries. Behavioural signs indirect signs?
 - Witnesses to the incidents.
 - The child's account, if it can be given, of what has happened and how any

- bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to

The social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed

Appendix B – ECB Coach-Player Ratios

Coaching Ratios*

Net Coaching – 1 Coach : 8 Children

Group Coaching (defined as a session where the children are involved in a group activity, outside of the nets) – 1 Coach : 24 Children

Hard Ball Coaching (session out of the nets but which involves a hard ball) – 1 Coach: 16 Children

N.B. - to define what qualifies as a Coach, see here: <https://ecbcs.zendesk.com/hc/en-us/articles/360003112098-Qualification-Matrix-Supporting-Guide-October-2019>

General Supervision Ratios*

Aged 8 and under – 1 adult : 8 children

Aged 9 and over – 1 adult : 10 children

The general supervision ratios are quite different from the coaching ratios. No matter what the numbers or nature of the session, a minimum of two responsible adults should be present in all circumstances, and sometimes more i.e. for a 4 child coaching session, there should be the coach taking the session, plus one other responsible adult (could be the Coach Support Worker but doesn't have to be).

As another example, for a 24 child group coaching session you should ideally have 1 coach to coach the session, plus 2 further responsible adults present.

*All ratios relate to adults (over 18) looking after children (under 18).

For single sex groups, there should be at least one same gender adult present. For mixed sex groups there should be at least one male and one female supervising adult.

All supervising adults, if regulated activity and involved on a regular basis, should be DBS checked. Anyone in regulated activity needs a DBS if they do the role frequently which is defined as once a week or more or 4 or more days in a 30 day period.

Monitoring

The policy will be reviewed annually or in the following circumstances:

changes in legislation and/or government guidance
as required by the Local Safeguarding Children Board, NSPCC/ CSPU, UK Sport and/or Home Country Sports Councils
and the ECB or as a result of any other significant change or event.

Capital Kids Cricket Child Protection Policy – Key Contacts Capital Kids Cricket Child Protection Officer
Md. Shahidul Alam - 07748114811

Capital Kids Cricket Child Protection Officer
Shakeel Ahmed - 07506356980

Capital Kids Cricket Safeguarding Lead Trustee
Judy Knappett – 07968 531 855 - judy@hague.towerhamlets.sch.uk



Md. Shahidul Alam Chief Executive Officer

Capital Kids Cricket, Registered Charity No. 1056817, registered company No. 3017913 limited by guarantee



Capital Kids Cricket – Safeguarding/Complaints Form

Please use this form to report a safeguarding concern or a complaint to Capital Kids Cricket.

If you have a problem completing this form or would like advice about reporting a concern or complaint, please email the CKC Safeguarding and Welfare Officer – Shahidul Alam Ratan shahidul.alam@ckc.london providing your contact details so that we can obtain further information from you, if required.

Capital Kids Cricket will use the personal information that you provide in accordance with our Privacy/GDPR policy

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police without delay on 999.

Do not delay in reporting, fill in as much information as you can and send in. Additional information can follow on. Capital Kids Cricket, Local County Board or the ECB Safeguarding Team will liaise with the Local Authority Designated Officer (LADO) on your behalf.

Details of person completing this form:

Name	
Address	
Contact number	
Email address	
Club (if applicable)	
Role	

Name of club / venue /organisation / activity you are concerned about:
Details of the person you are concerned about:



Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities?

Details of parent/carer (if known/applicable)	
Name	
Address	
Contact number	
Email	

Time / location of concern.	
When did this incident take place?	



Where did this concern take place?	
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Details of Concern

<p>Injuries:</p> <p>scribe nature of injury, any treatment obtained and by whom.</p>
<p>Witnesses:</p> <p>Full details of all witnesses to be recorded (Name, address, contact details, role, club) Have they been spoken to? What did they witness?</p>



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Action taken:

<p>CONFIDENTIALITY</p> <p>If you have any concerns about approaching a parent / carer please seek advice from Capital Kids Cricket.</p> <p>Please tell us whether the club has spoken to the child's parent / carer about the concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?</p>
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Person against whom allegation has been made.	
If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought from the Capital Kids Cricket Safeguarding Team.	

Name:	
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Date of birth:	
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Role:	
Address:	
Contact number:	
Email address:	
Relationship to child / adult at risk:	
Have they been spoken to?	
Account given	
Action taken	