



STEWART'S MELVILLE CC

STEWART'S MELVILLE CRICKET CLUB

SAFE IN CRICKET – GOOD PRACTICE GUIDELINES

(as documented by Cricket Scotland)

This club has a *duty of care* towards all children involved in its activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations in cricket. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children. Ultimately, most situations will require a judgement to be made about what is practical and reasonable in the circumstances.

Further guidance and support is available from the Cricket Scotland Lead Child Wellbeing and Protection Officer: T – 01313137420 or the Children 1st Safeguarding in Sport Service: T – 0141 4191156
E - safeguardingsport@children1st.org.uk

ADULT TO CHILD RATIOS

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors:

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10

Activities should be planned to involve *at least* two adults, preferably one male and one female but the mix of male and female supervisors will often be influenced by the gender mix of the participants. 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 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
- Whether there are volunteers under the age 18

FIRST AID AND THE TREATMENT OF INJURIES

Parents/carers must complete a *Partnership with Parents/Carers Form* before their child participates in cricket. This ensures that cricket volunteers/staff running a game or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- Have an accessible and well-resourced first aid kit and have telephone access at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- A *Concern Recording Form* should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.

VOLUNTEERS AGED 17 OR UNDER

While some children under the age of 16 may be in 'regulated work' with children, they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.

PHYSICAL CONTACT

Any necessary physical contact during sport sessions should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

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.

Supporting a Child with Personal Care

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Cricket volunteers/staff should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed or putting protective equipment on, 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.

Administering First Aid

Parents/carers must complete a *Partnership with Parents/Carers Form* to ensure that cricket volunteers/staff are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. When administering First Aid the child should be told what action is being taken and why. Only those with a current, recognised First Aid qualification should treat injuries and parents/carers should be informed as soon as possible of any injury and action taken. Treatment should be administered in an open environment wherever appropriate, avoiding private or unobserved situations.

SEXUAL ACTIVITY & GROOMING

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle of the law should be followed.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young people

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by the club will be discouraged.

Criminal sexual behaviour committed by a young person will be referred to the police or social services. This may also lead to disciplinary action in accordance with the club's disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns':
<http://www.gov.scot/resource/doc/333495/0108880.pdf>

Adults

Sexual activity between adults and children under the age of 16 is illegal and will be reported to the police immediately.

Sexual activity between adults and young people (aged 16+) involved in cricket raises serious issues given the power imbalance in the relationship. Even if 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. For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in cricket at this Club is therefore prohibited when the adult is in a position of trust or authority (coach, trainer, official). This will be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in cricket with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use cricket as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming will be reported to the police.

MANAGING CHALLENGING BEHAVIOUR

Planning

Sessions should be planned around the group and take into consideration the needs of each child. Sports volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

From time to time sports volunteers/staff delivering sport to children may have to deal with challenging behaviour.

The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- 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.

None of the following should be used as a means of managing a child's behaviour:

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

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 a game.

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 at this club, 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.

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 Concern Recording Form and passed to the Club 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 coach and the Child Wellbeing and Protection Officer. 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.

TRANSPORTING CHILDREN

The Club does not generally take responsibility for the transport of players to and from venues, however if the Club does expressly accept responsibility for travel arrangements, it will undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats.
- There is an appropriate ratio of adults per child.
- Drivers take adequate breaks.
- If an adult is regularly transporting children on behalf of the Club this may be regulated work with children and as such, it should be assessed whether or not this person requires a PVG check. If such transportation is a private agreement between parents/carers, then PVG checks are not applicable.

Additionally, the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.

It is good practice to have two adults accompany children in a vehicle but this will often not be practical.

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 the Club 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 game/session is running then organisers/coaches have a duty of care to the children that are in their charge.
- 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, the Club:
 - 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).
 - Will ensure organisers/coaches have access to a late collection telephone contact and number through the relevant Partnership with Parents/Carers Form

Where possible there should be more than one adult supervisor at the end of a session.

Staff/volunteers will be 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 will be adhered to:

- The child's address, contact telephone number and/or alternative phone number(s) on Partnership with Parents/Carers 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 (Concern Recording Form) and the Club WCPO and parents/carers should be informed as soon as possible.
- When all else fails, call the police or Social Work.

TRIPS AWAY FROM HOME (INVOLVING 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 Code of Conduct For Working With Children

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 Code of Conduct For Working With Children
 - Emergency telephone contacts
 - Child safeguarding procedures
 - How to report concerns about a child
 - The procedure of reporting concerns regarding a member of staff – where it is the 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 Recording Concern 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

After the Trip

It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Please also see *Safe Sport Events, Activities and Competitions*, published by the NSPCC Child Protection in Sport Unit for further guidance: <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/>

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM, VIDEO

Children must be protected from those who would seek to use photos and videos to place them at risk of harm.

Written consent must be obtained from the child's parents/carers (Partnership with Parents/Carers Form) before any photography or filming takes place.

MANAGEMENT OF PHOTOGRAPHY

Reasonable steps will be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (with consent granted from parents/carers and consent obtained from the child if age appropriate), the following guidelines will be followed:

Put a system in place to allow easy tracking of photographers and their equipment. For example, use a badge or sticker to identify those with permission to photograph or film.

- Do not use children's names or personal details in photograph captions. If a child is named, avoid using the photograph – if the child is photographed, avoid using their name.
- In instances where consent to photograph a child has been refused, if the child is playing against another team, then the opposition must be informed that the child must not be photographed.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be shown in a state of partial undress.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability. The Club may withdraw consent for photographs to be taken in circumstances where there are perceived dangers to the children
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.
- All participants and parents should be informed that on occasion, general images of events may be taken and for what purpose they will be used.

MOBILE PHONE CAMERAS

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

CONCERNS

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Child Wellbeing & Protection Officer, or the police.

COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

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

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from the club with children will be open, transparent and appropriate
- Messages will only be sent to communicate details of meeting points, training, match details, competition results etc. The same message will be sent to every member of the group/team
- It will always be clear that it is the club who is communicating information – one-to-one messaging arrangements between volunteers/staff should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening
- Messages must never contain any offensive, abusive or inappropriate language and not be open to misinterpretation
- Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media
- Parents should be offered the option to be copied in to any messages their child will be sent
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group, we recommend that parents/carers are informed of the intention to communicate with their children
- Children and young people will be informed about the means of communication at the club. They will be told to report any concerns to the Club CWPO
- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for *Responding to Concerns about a Child*. This may include the concerns being reported to police
- All phone numbers/email addresses of children and young people should be kept securely.
- The number of people with access to children and young people’s details will be kept to a practical minimum.

Club Websites/Social Media Sites

Websites/Social Media sites provide an opportunity for the Club to extend their community profile, advertise and communicate easily with members. Thought will be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures, the following good practice will be noted:

Permission

- Where practical written parent/carer consent will be obtained for all children aged under 16 before publishing any information or pictures of a child.
- 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 cricketers 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 will 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 the Club.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children must never be portrayed in a state of partial undress.

Forums

If our Club decides to use social media with two- way communication, close monitoring will be utilised as forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.

Coaches, members of staff or volunteers will refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.

The Club will make every possible effort to remove any offending comments and appropriate procedures will be used to address poor practice or Code of Conduct breaches.

Concerns

Any concerns or enquiries should be reported to the Club Child Wellbeing & Protection Officer.

For more information on the use of social media please access Safeguarding in Sports 'Social Media Guidelines for Sport Coaches, Volunteers and Athletes' at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

CLUBHOUSES AND CHANGING ROOMS

Children are particularly vulnerable in the changing area of sports facilities

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible, more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed.

No photography or filming will be allowed in changing areas.

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

1:1 COACHING

Child abuse and harassment can take place in many situations, and in a 1:1 situation, children are most vulnerable. Coaches must adopt the highest standards of practice and be responsible for safeguarding themselves and the child they 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 ensure parent/carer is aware of the arrangements
- Coach to ensure venue and equipment is safe and appropriate for use
- Invite parent/carer to sit in on the session if they wish
- Follow the Club Code of Conduct For Working With Children

Policy Statement

Stewart's Melville Cricket Club 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 our Club. All children at the Club 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 our Club. This Club is committed to this intent and seeks to ensure, as far as is reasonably practical, the prevention of all forms of bullying among members. The prevention of bullying is everyone's responsibility.

Bullying Explained

Bullying is behaviour that makes someone feel upset, frightened and isolated.

The behaviour does not need to be intentional or persistent, to be bullying.

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.

As a Club, we have a responsibility to respond promptly and effectively, to issues of bullying.

Expectations

- All adults and children at our Club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the Club policy is on bullying and follow the stated procedures if bullying is reported
- All children and parents/carers should know what the Club policy is on bullying and what they should do if bullying arises
- The Club will strive to highlight our policy on bullying to all members and children involved in cricket by publicising it through: Club website/Welcome Pack/Club Noticeboard/Club Meetings/Inclusion in discussion with children on acceptable behaviour (Code of Conduct)
- As a Club, 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 go to the Club
- Becomes withdrawn, anxious, lacks confidence or has limited aspirations
- 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
- In cases of serious bullying, advice can be sought from the Cricket Scotland Child Wellbeing and Protection Officer
- 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 behavior

Prevention

The Club will attempt to prevent bullying by:

- Ensuring that children are aware of the Players Code of Conduct (contained within the Club 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

For other Cricket Scotland recommended procedures:-

Click on Generic Club Child Wellbeing and Protection Policy and Procedures which can be found under the Child Wellbeing and Protection Policy section of Cricket Scotland's website at <http://www.cricketscotland.com/get-involved/safeguarding/child-protection-policy/>