



Haverfordwest Cricket Club

Dale Road, Haverfordwest, Pembrokeshire, SA61 1XP.
Tel: 01437 763615



Welfare of Young People in Sport Policy.





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Welfare of Young people in Sport Policy.

INTRODUCTION.

Haverfordwest Cricket Club is committed to ensuring that all young people who play sport have a safe and positive experience.

Haverfordwest Cricket Club has developed and implemented policies and procedures to ensure that everyone knows and accepts their responsibilities in relation to a duty of care for young people as advised by the England and Wales Cricket Board Ltd. (Hereafter called ECB) and the Football Association of Wales (hereafter called FAW). It is committed to ensuring that there are correct and comprehensive reporting procedures, by promoting good practice and sound recruitment procedures for all individuals working within sport. Haverfordwest Cricket Club recognises that it is not the responsibility of those individuals working in sport to determine if abuse has taken place, but it is their responsibility to act and report any concerns.

This policy sets out a framework to fulfil Haverfordwest Cricket Club's commitment to good practice and the protection of young people in its care within sport.

This policy applies either directly or indirectly to all individuals working within sport (in a paid or voluntary capacity) according to their level of contact with young people in sport.

Haverfordwest Cricket Club has adopted the England and Wales Cricket Board's '*SAFE HANDS, Welfare for young people in Cricket Policy*' and comply with the Pembroke County Cricket Club's '*Child Welfare Policy*'. Also Haverfordwest Cricket comply with the Football Association of Wales' '*Welfare Policy, procedures and practices*'.

Although the above policies are directed towards cricket and football, Haverfordwest Cricket Club has adopted these policies for use in all sport associated with the club.

Underpinning Principles.

- All young people in sport regardless of age, gender, race, religion, sexual orientation, ability or disability, have a right to be protected.
- All young people participating in sport have a right to do so in a safe environment.
- Adults working within sport will provide a safe, positive and fun sporting experience for young people.
- Adults – Volunteers, Coaches, Referees, Umpires and Scorers will understand and be supported in their role and responsibility with regard to the duty of care for young people.

For the purpose of this policy, young people, child or children refers to those under the age of 18 years.

This policy is also for the protection of 'Vulnerable adults'.

A 'Vulnerable adult' is any adult with a learning or physical disability or physical or mental illness, which results in their being incapable of protecting themselves from abuse and where their moral well being may be overpowered.

'Vulnerable person' is any adult or weaker party in a relationship of trust.

GOOD AND POOR PRACTICE.

Introduction.

Following are the main excerpt from ECB's '*SAFE HANDS, Welfare for young people in Cricket Policy*' and the FAW '*Welfare Policy, Procedures and Practices*'. Although the following are extensive they are not exhaustive and Haverfordwest Cricket Club has adopted the full policy and all the procedures therein.

It is important that all individuals working with young people behave in an appropriate manner, operating within an accepted ethical framework.

Listed below are good and poor practices.

Principles of Good Practice.

- Ensure that sport is fun, enjoyable and fair play is promoted.
- Treat all young people equally, with respect and dignity.
- Be an excellent role model.
- Always put the welfare of each young person first, before winning or achieving goals.
- Always work in an open environment.
- Build a balanced relationship based on mutual trust.
- Haverfordwest Cricket Club adopts Home Office guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16-17 year olds or vulnerable adults in their care.
- Recognise the development needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will.
- Give enthusiastic and constructive feedback, rather than negative criticism.
- Keep a written record of any injury that occurs, along with the details of any treatment given. Ensure that if any form of manual/physical contact is required; it should be provided openly and according to the guidelines given by the England and Wales Cricket Board and the Football Association of Wales.
- If groups have to be supervised in changing rooms, always ensure that the adults or officials work in pairs.
- Ensure if mixed teams are taken away, they should always be accompanied by a male and female adult or official.
- Ask each participant to complete a player profile form. A copy of the form will be kept in the Clubhouse for home fixtures and the adult or official in charge will take a copy to away fixtures.
- Ensure that there is regular communication with parents/carers, gaining written consent:
 - To act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
 - To take young people away to a tournament.

Principles of Poor Practice.

The following practice will place young people and those working with them in a vulnerable position and is deemed to be poor practice. If poor practice is identified through a complaint or referral, this may result in an investigation by the England and Wales Cricket Board or the Football Association of Wales and the disciplinary action in terms of the England and Wales Cricket Board or the Football Association of Wales Complaints and Discipline Procedure.

All individuals working with young people should avoid the following practice. You should **NEVER:**

- Spend time alone with young people away from others.
- Take young people to your home where they will be alone with you.
- Transport young people in your car alone or if you are an unregistered driver.
- Engage in rough, physical or sexually provocative games.
- Share a room with a young person.
- Allow or engage in any form of inappropriate touching or physical abuse.
- Allow young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person, even in fun.
- Reduce a young person to tears as a form of control.
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a young person that they can do for themselves.

If any of the above or the following incidents occur or are observed, you must report them to the Club or County Board Welfare Officer and make a written note of the event using the Welfare Incident form and inform Parents/Careers wherever possible if:

- You accidentally hurt a young person.
- A young person seems distressed in any manner.
- A young person appears to be sexually aroused by your actions.
- A young person misunderstands or misinterprets something you have done.

Codes of Conduct.

Haverfordwest Cricket Club has based these codes of conduct on those issued by the ECB and the FAW.

The Codes of conduct adopted by the ECB are based on the principles of good practice and Home Office guidance in *'Caring for the young and the Vulnerable? Guidance for Preventing Abuse of Trust'* 1999.

The ECB and FAW have also adopted the sports coach UK code of conduct for all coaches.

Guidance for Parents/Carers.

Haverfordwest Cricket Club, as part of its commitment to the directive from the ECB and the FAW would like to ensure Parents/Carers that the following will be adhered to:

- Haverfordwest Cricket Club has adopted the ECB's '*SAFE HANDS, Welfare for young people in Cricket Policy*' and the FAW's '*Welfare Policy, Procedures and Practices*'.
- Coaches and Volunteers are carefully recruited and suitably qualified.
- Coaches/Volunteers/Umpires from within Haverfordwest Cricket Club have been screened to check their suitability to work with young people.
- Coaches and Volunteers are working to a code of practice.
- There are clear guidelines with regard to arrangements for travelling to and from events.
- Parents are encouraged to become involved.

Guidance on Photography.

Haverfordwest Cricket Club is keen to promote the positive image of young people playing sport and would ensure that the following guidelines are followed:

- Permission will be requested from both the Parent/Carer and the young person to use the image of the young person either on the Club's internet web site or any literature.
- If the sports person is named then we will not display an image and vice-versa.
- Only images of young people wearing appropriate dress will be used.

Guidance on Transportation.

Haverfordwest Cricket Club runs a strict transport policy.
The following must be adhered to:

- Coaches and Club Staff will be responsible for young people in their care on the Club premises.
- It is the responsibility of the Parents/Carers and not the Coaches' or Volunteers' responsibility to transport the young person to and from the Club.
- The Club must receive written permission from the Parents/Carers for young people to participate in all competitions and away fixtures or events. (This will be received at the start of each season for all away fixtures).
- The Club will provide a timetable of activities when ever practicable and will notify Parents/Carers of any changes made to the timetable.
- The Club will require contact numbers for Parents/Carers and any alternative name/numbers if they are non contactable on the numbers provided.
- The Club will provide the Parents/Carers with a contact number which may be used if the Parents/Carers will be late in collecting the young person.
- If the Parent/Carer is late the Club will:
 - Attempt to contact the Parent/Carer.
 - Check the Club contact number for any information regarding the young person.
 - Contact the alternative contact name/number.
 - Wait with the young person at the Club with, wherever possible, other Staff/Volunteers or Parents.
 - Remind Parents/Carers of the policy relating to late collection.
 - If Parents/Carers remain uncontactable, staff will need to report the situation to the Social Services or the Police.
- Staff/Volunteers should avoid;
 - Taking a child home or to any other location.
 - Asking a child to wait in a vehicle or the Club with them alone.
 - Sending the child home with another person without permission.

RECRUITMENT AND SELECTION OF SPORT STAFF, COACHES, VOLUNTEERS AND UMPIRES.

Introduction.

As normal good practice and to prevent unsuitable people from working within sport, Haverfordwest Cricket Club has adopted a recruitment policy for all Staff and Volunteers.

Application.

Anyone who is involved with or may come into contact with young people in sport within Haverfordwest Cricket Club will have to complete either:

- Criminal Records Bureau, Disclosure Application Form.
- Or
- A Self Declaration Form.

Any person, who completes the Criminal Records Bureau's Disclosure Application Form, will notify the Child Welfare Officer of Haverfordwest Cricket Club of their certificate number. This number will be kept as a private and confidential record.

Any person who completes the Self Declaration Form will return the form to the Child Welfare Officer of Haverfordwest Cricket Club. The completed form will be kept by the Child Welfare Officer in a private and confidential file.

Any person who has not completed either of the above forms will not be permitted to participate in sport involving young people within Haverfordwest Cricket Club.

Haverfordwest Cricket Club will take key steps to ensure that they will adopt and implement the ECB '*Welfare of Young People Policy*' and the FAW '*Welfare Policy, Procedures and Practices*'. They are:

- The whole club is aware of the policy.
- There is clear communication within the club with regard to the welfare of young people in sport.
- All members of the club understand their roles and responsibilities with regard to the Welfare of Young People in Sport.
- Parents are aware of the policy.

This policy will be reviewed and if required updated on a regular basis to ensure all procedures and action plans are operating in a satisfactory manner.

ACTION PLAN FRAMEWORK

Have You..	Yes	No	Date	Initials	Further Support Available
Adopted the ECB <i>Welfare of Young People Policy</i> for the Club?					ECB WYPC Policy
A recruitment Policy for all staff/volunteers working for the Club?					ECB WYPC Policy 5.4 Volunteers in Cricket Resource.
A clear understanding of the procedures for dealing with any welfare issues?					ECB WYPC Policy 5.5 Volunteers in Cricket Resource.
A Health and Safety policy?					Sport England Club Mark Resource
Adopted the ECB Welfare Complaints and Discipline procedure?					www.ecb.co.uk www.play-cricket.com
An Equality Policy?					Sport England Club Mark Resource
Ensured that all policies are communicated to all adults involved in cricket?					ECB Promotional Materials when issued.
Guidelines for taking young people on away fixtures and overnight stays?					ECB WYPC Policy 5.6
A designated Welfare Officer for the Club?					ECB WYPC Policy 5.5
A Code of Conduct for all adults working with young people?					ECB WYPC Policy 5.3 Volunteers in Cricket Resource. ECB Coaches Code of Conduct
A Code of Conduct for young people?					
Clear guidelines on the supervision of young people in your care?					ECB WYPC Policy 5.6
Clear communication with parents and careers ensuring active encouragement of their involvement in sport?					Volunteers in Cricket Resource.
The relevant contact details for the: <ul style="list-style-type: none"> • ECB Welfare Officer? • County Club Welfare Officer • Club Welfare Officer? • Local Social Services? • Local Police? • NSPCC? • Child Line? • Area Protection Committee? 					ECB WYPC Policy 7
Ensured the all Coaches, Umpires, Scorers and volunteers have access and commitment to further training opportunities?					ECB Programme. Volunteers in Cricket County Sports Partnership
Ensured that you are familiar with the training opportunities open for Child Protection?					ECB Programme. Volunteers in Cricket County Sports Partnership
Adopted the FAW <i>Welfare Policy, Procedures and Practices</i> for the Club?					FAW Welfare Policy, Procedures and Practices.

USEFUL CONTACTS

Local Contacts		
<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
Local Social Services. Including out of office hours contact) NB. In an emergency the Samaritans will hold the SS Duty Officers contact number.		01437 775349 01267 222020
Local Police Child Protection Teams. In emergency contact via 999		01267 222370
NSPCC Freephone 24 hour helpline		0800 800 5000
The NSPCC www.nspcc.org.uk	National Centre 42 Curtain Road London EC2A 3NH	02078 252500
Childline UK www.childline.org.uk	Freepost 1111 London N1 0BR	0800 1111
NSPCC child protection in sport unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	01662 347278
NSPCC Cymru/Wales child protection helpline	Mon – Fri 10am – 6pm	0808 100 2524
NSPCC 24 hour child protection helpline		0808 800 500 Textphone 0800 056 0566
NSPCC Asian child helpline		0800 096 7719

<u>Cricket Contacts</u>		
Club Welfare Officer	Dave Loosmore 143A Hawthorn Rise Haverfordwest Pembrokeshire SA61 2AZ	01437 768670 Mobile: 07713 501276
Pembroke County Club Welfare Officer		
ECB Welfare Case Officer	England and Wales Cricket Board Lords Cricket Ground London NW8 8QZ	02074 321174

<u>Football Contacts</u>		
Club Welfare Officer	Dave Loosmore 143A Hawthorn Rise Haverfordwest Pembrokeshire SA61 2AZ	01437 768670 Mobile: 07713 501276
Pembrokeshire Football Association Officer		
FAW Welfare Officer		

FORMS

The following forms are required to allow Haverfordwest Cricket Club to fulfil their commitment to the ECB '*Welfare of Young People Policy*' and the FAW '*Welfare Policy, Procedures and Practices*'.



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Parental/Carer Consent Form for Away Fixtures and Tours.

Private and Confidential.

This form is to be used when taking Young People on away fixtures or tours.
A copy will be taken by the Team Manager and a copy retained by Home Contact.

Name of Child:..... Date of Birth:.....

Name of Club: **Haverfordwest Cricket Club.**

Emergency Contact Name:..... Tel No. Home:.....

Home Address:.....
.....
.....
Tel No. Work:.....
Tel No. Mobile:.....

Alternative Contact Name:..... Tel No. Home:.....

Home Address:.....
.....
.....
Tel No. Work:.....
Tel No. Mobile:.....

My Child's Doctor's name and contact number:.....

- I have received comprehensive details of all away fixtures/tours and am aware of Haverfordwest Cricket Club, The Pembroke County Cricket Club, the ECB Welfare for Young People and the FAW Welfare Policy, Procedures and Practices guidelines in relation to away fixtures/tours.
- I consent to my child taking part in the activities indicated. I acknowledge that the Club will be liable in the event of an accident only if they have failed to take reasonable steps in their duty of care during the away fixture/tour.
- I agree to be at the pick up/drop off point at the agreed time.

Signed Parent/Carer:.....

Print Name:.....

Date:.....



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Medical Information.

1. Does your child experience any conditions requiring medical treatment and/or medication?

Yes No

If yes please give details:.....
.....

2. Does your child have any allergies?

Yes No

If yes please give details:.....
.....

3. Does your child have any specific dietary requirements?

Yes No

If yes please give details:.....
.....

4. Please provide any further information you feel is necessary:.....
.....

- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical conditions other than those detailed above.
- I consent to my child receiving medical treatment which, in the opinion of a qualified medical practitioner, may be necessary.

Signed Parent/Carer:.....

Print Name:.....

Date:.....



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Parental/Carer and Young Person Permission form for use of photography.

This form is to be signed by the Legal Guardian of a Child or Young Person under the age of 18, together with the Child or Young Person. Please note that if you have more than one Child under the age of 18 registered with the Club you will need to complete separate forms for each Young Person.

Haverfordwest Cricket Club recognises the need to ensure the welfare and safety of all young people in sport. As part of our commitment to ensure the safety of Young People we will not permit photographs, video images or other images of Young People to be taken or used without the consent of the Parents/Carers and the Young Person.

Haverfordwest Cricket Club will follow the guidance for the use of images of Young People, as detailed within the ECB Welfare of Young People Policy and the FAW Welfare Policy, Procedures and Practices.

Haverfordwest Cricket Club will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of Haverfordwest Cricket Club.

If you become aware that these images are being used inappropriately, you should contact the Club Welfare Officer immediately.

The information will be available on the Club website on:

<http://www.Haverfordwest-cricket-club.org.uk>

Or on:

<http://www.play-cricket.com>

If at any time the Parent/Carer or the Young Person wishes the data to be removed from the website, seven days notice must be given to the Club Welfare Officer after which the data will be removed.



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To be completed by the Parent/Carer.

I(Parent/Carer full name)

consents/does not consent to Haverfordwest Cricket Club photographing or videoing

.....(name of Young Person) under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photos.

Signature:.....

Date:.....

To be complete by the Young Person (if 12 years or older).

I(Young Person full name)

consents/does not consent to Haverfordwest Cricket Club photographing or videoing my involvement in sport under the stated rules and conditions.

Signature:.....

Date:.....



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Player Profile Form.

- To ensure that we have correct contact details for players, please insert the information requested below and return this form to:.....
- If you are under 18 please also ask your Parents or Guardian to sign this form before it is returned.

Name:.....

Address:.....

.....

.....

Post Code:.....

Home Telephone Number:.....

Date of Birth:.....

Gender: Male Female

Ethnicity.

A) White:

British Irish Any other white background (please specify).....

B) Mixed:

White and Asian White and Black African White & Black Caribbean

Any other mixed background (please specify):.....

C) Asian or Asian British:

Indian Pakistani Bangladeshi Any other Asian background (please specify).....

D) Black or Black British:

Caribbean African Any other Black background (please specify).....

E) Chinese or other ethnic group:

Chinese Any other (please specify).....



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Disabilities.

The Disability Discrimination Act 1995 defines a disabled person as anyone with a 'physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

- Visual impairment
- Hearing impairment
- Physical disability
- Learning disability
- Multiple disability
- Other (Please specify).....

Sporting Information.

Have you played Cricket before? Yes No

Have you played Football before? Yes No

If yes, where have you played the sport: (please indicate below)?

- Primary school
- Secondary school
- Local authority coaching session(s)
- Club
- County
- Other (Please specify).....



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Medical Information.

Please detail below any important information that our coaches must be aware of (e.g. epilepsy, asthma, diabetes, etc).

Emergency contact details.

To be completed by the Parent/Carer.

Please indicate the person(s) who should be contacted in case of an incident or accident.

Contact Name:.....

Emergency contact number:.....

By returning this completed form, I agree to my son/daughter/child in my care, taking part in the activities of the Club.

I understand that I will be kept informed of these activities – for example timing and transport details. I understand that in the event of any injury or illness, all reasonable steps will be taken to contact me and to deal with that injury/illness appropriately.

Name of Parent/Carer:.....

Signature of Parent/Carer:.....

Date:.....



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Self Declaration Form

Part A

Confidential.

If you need more space to enter your details, or wish to give additional information, please use a separate sheet.

Personal Details;

Surname:.....

First Name(s):.....

Address:.....

.....

.....Post Code:.....

Email:.....

Home Telephone no:.....

Mobile Telephone no:.....

With discretion, may we contact you at work?.....

Work Telephone no:.....

Please detail the role(s) you currently fulfil or are applying for with Haverfordwest Cricket Club:

.....

.....

Employment Details:



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51 Lindsay Park
Haverfordwest
Pembrokeshire
Tel: 01437 763870

Child Welfare Officer
D.H. LOOSMORE
143A Hawthorn Rise
Haverfordwest
Pembrokeshire
Tel: 01437 768670
Mobile: 07713 501276

Hon. Secretary:
W. E. CARNE
4 Meadow Park
Treffgarne
Pembrokeshire
Tel: 01437 741492

Please detail your most recent first. This can include any paid, unpaid, or voluntary work that you may have undertaken that you believe is relevant to this post:

Employer:.....

From/To:.....

Address:.....

.....

.....

Type of
business:.....

Post
Held:.....

Voluntary or paid?.....

Brief outline of duties:.....

.....

.....

Please list any previous clubs and or leagues you have volunteered/worked within:

1:

2.

3.

4.

5.

Please give brief details of pastimes, hobbies and interests:



Haverfordwest Cricket Club

Dale Road, Haverfordwest, Pembrokeshire, SA61 1XP.
Tel: 01437 763615



President H. F. McENTEE Esquire

Hon. Treasurer:
M.W.J. PHILLIPS
158 Haven Road
Haverfordwest
Pembrokeshire
Tel: 01437 768111

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.....
.....
.....

References;

(Haverfordwest Cricket Club may contact the referees for confirmation of the details entered).

Please give details of two referees (not relatives).

Name:.....

Position:.....

Organisation:.....

Address:.....
.....

Telephone no:

Name:.....

Position:.....

Organisation:.....

Address:.....
.....

Telephone no:

Signed:.....

Date:.....



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Part B

Haverfordwest Cricket Club, Pembroke County Cricket Club, The England and Wales Cricket Board Ltd, The Association of Cricket Umpires and Scorers, affiliated cricket organisations, The Football Association of Wales and Pembrokeshire Football Association aim to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/membership for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment within sport, this will depend on the circumstances and background to your offence. If you fail to disclose an offence and Haverfordwest Cricket Club, ECB, The ACU&S, FAW or any affiliated organisations is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of the information is based on strict confidentiality and discretion.

1. Have you ever been convicted of any criminal offences?

Yes No

If yes, please supply details of any criminal convictions:

.....
.....
.....
.....

2. Are you a person known to any Social Services department as being an actual or potential risk to Children or Young People?

Yes No

If yes, please supply details:

.....
.....
.....



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3. Have you ever had a disciplinary sanction (from any sports or other organisation's governing body) relating to child abuse?

Yes No

If yes, please supply details:

.....
.....
.....
.....

I understand that it is necessary for me to declare any information requested and that the position/membership for which I have applied may involve access to Children, Young People and/or Vulnerable Adults. I hereby give my consent to Haverfordwest Cricket Club for it to conduct a Criminal Record Bureau (CRB) check if so required.

I hereby give my consent to Haverfordwest Cricket Club to contact my referees for confirmation of my details.

The ECB or FAW Welfare Cases Officer may be informed of disclosed information:

Name:.....

Date of Birth:

Signature:

Date:

Please return to the Haverfordwest Cricket Club Welfare Officer.
Please mark the envelope **'Private and Confidential SDF'**



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Self Declaration Reference Form.

Private and Confidential.

The following person..... has expressed an interest in working with Haverfordwest Cricket Club. The post involves substantial access to young people. As an organisation Haverfordwest Cricket Club is committed to the welfare and protection of children, and is anxious to know if there is any reason at all to be concerned about this applicant being in contact with young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with the relevant legislation and guidance.

Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question.

We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you known this person?.....

In what capacity?.....

What attributes does this person have that would make them suited to this work?.....

.....
.....

Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self motivation					
Motivation of others					
Energy					
Trustworthiness					
Reliability					



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This post involves substantial access to children. As an organisation committed to the welfare and protection of children, Haverfordwest Cricket Club is keen to know if you have any reason at all to be concerned about this applicant being in contact with Children and Young People.

Yes No

If you have answered YES we will contact you in confidence.

Signed:..... Date:.....

Print Name:.....

Position:..... Organisation:.....