



# Youth Section 2019

Information for Parents





## • **Burnham Cricket Club - Youth Section**

On behalf of Burnham Cricket Club I would like to welcome your child to the club and provide you with some information about the cricket activities we offer.

Burnham Cricket Club provides opportunities for young people between the ages of 8 age and 15 to receive coaching and competition in Bucks Cricket Board Youth Leagues. All coaching is provided by qualified coaches who are trained and have been screened for their suitability for working with young people.

The club has achieved ECB Clubmark accreditation. ECB Clubmark is the ECB's club accreditation scheme for cricket clubs with junior sections. Clubs are required to meet minimum standards across four key areas; Duty of Care and Safeguarding Children; the Cricket Programme the club offers, knowing your club and its Community – One Game and Club Management. Achieving ECB Clubmark accreditation is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in cricket.

We welcome parents and carers or guardians to all training and competitions and value your support. You will have received a copy of the club's Code of Conduct for Members and Guests with your child's Junior Membership application form. The Code is in place to ensure a safe and appropriate environment for all junior cricketers and club members, including your child. Anyone entering club premises, attending any training sessions, matches or competitions is required to abide by the provisions of the Code of Conduct. Anyone who breaches the provisions of the Code or who does not agree to be bound by it may be prevented from entering club premises as a result.

Contained within this booklet is some information about training times and dates, and details regarding travel arrangements, kit and membership.

Training sessions take place on Friday evenings from Friday 26<sup>th</sup> April 2019 to Friday 23<sup>rd</sup> August 2019. The sessions will start at 6pm and finish at 8pm. We are also planning to hold cricket camps during the school summer holidays, if this would be of interest please inform me.

Arrangements should be made for your child to travel to and from training sessions and matches. We would appreciate it if children can arrive promptly and are collected promptly at the end of the session. If you are going to be late picking your child up, please contact me.

Please ensure that your child wears appropriate kit when attending coaching sessions and matches, including trainers, sun protection and a hat. If your child will be playing cricket with a hardball then please ensure they have their own abdominal protector ("box").

We would be grateful if you could complete the Junior Membership Form for your child. For safety reasons it is important that the Club is informed of any medical condition or allergies that may be relevant should your child fall ill or be involved in an accident at the Club.

The club has a membership fee of £80, which is to be paid when returning the membership application. This should be paid when returning the Colts Membership form.

I will be pleased to hear from you if you would like to talk to me about this information or your child's involvement with the Club.

Ravi Parmar  
Club Welfare Officer  
Burnham Cricket Club

<i>Appendix 1</i>	Safeguarding Policy Statement
<i>Appendix 2</i>	Changing/Showering
<i>Appendix 3</i>	Transport & Managing Children Away from the Club
<i>Appendix 4</i>	Photograph/video
<i>Appendix 5</i>	Missing Children
<i>Appendix 6</i>	Junior Cricketers in Open Age Group Cricket
<i>Appendix 7</i>	Anti bullying
<i>Appendix 8</i>	Code of Conduct
<i>Appendix 9</i>	Report Form for recording concerns of child abuse



## Safeguarding Policy Statement

Burnham Cricket Club (The Club) is committed to ensuring that all Children(\*) participating in cricket have a safe and positive experience.

(\*The word "Children" should be taken to mean all persons under the age of 18.)

We will do this by:

- Recognising that all Children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring that individuals working within cricket at, or for, our club provide a safe, positive and fun cricketing experience for children.
- Adopting and implementing the England & Wales Cricket Board (ECB) "*Safe Hands – Cricket's Policy for Safeguarding Children*" and any future versions of this.
- Appointing a Club Welfare Officer and ensuring that they attend all current and future training modules required by the ECB, so that they have the necessary skills to undertake their role effectively.
- Ensuring that all people who work in cricket at, or for, our club (such as Staff, Officials, Volunteers, Team Managers, Coaches and so on) understand the "Safe Hands Policy" applies to them according to their level of contact with children in Cricket.
- Ensuring that all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation.
- Ensuring that all individuals working within cricket at, or for, the club are provided with support, through education and training, so that they are aware of, and can adhere to, good practice and code of conduct guidelines defined by both the ECB, and by the club.
- Ensuring that the name & contact details of the Club Welfare Officer is available
  - ❑ as the first point of contact for parents, children & volunteers / staff within the club,
  - ❑ as a local source of procedural advice for the club, its committee & members,
  - ❑ the main point of contact within the club for the ECB County Welfare Officer and the ECB Child Protection Team, and
  - ❑ as the main point of contact within the club for relevant external agencies in connection with child safeguarding,
- Ensuring that correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns. Such procedures should recognise the responsibility of the statutory agencies and be in accordance with pre defined safeguarding procedures as set down by the ECB, Statutory Agencies and Local Safeguarding Children Board (LSCB) guidelines and policies.
- Providing everyone connected with the club (including parents, children and volunteers) with the opportunity to voice any concerns they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer.
- Ensuring that all suspicious concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information relating to child safeguarding matters is restricted to the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures.



# Changing/Showering Policy Statement

Burnham Cricket Club has adopted the following changing and showering policy in line with ECB guidelines:

1. Adults must not change or shower at the same time using the same facility as children.
2. Adults should try to change at separate times to children during matches, for example when children are padding up.
3. If Adults and children need to share a changing facility, the club must have consent from the Parents that their child(ren) can share a changing room with Adults in the club.
4. If children play for Adult Teams, they, and their Parents, must be informed of the Club's policy on changing arrangements.
5. Mixed gender teams must have access to separate male and female changing rooms.
6. Mobile phones must not be used in changing rooms when children are in the changing rooms.

If children are uncomfortable changing or showering with at the Club, no pressure should be placed on them to do so. Instead suggest they change and shower at home.



# Transport To and From Matches & Training / Managing Children away from the Club Policy Statement

In any given season the potential exists for 50% of matches to be away from the club.

The Club's Transport and Managing Children Away from the Club Policy Statement covers the subject of children being taken away from the Club's normal home ground, and defines the Club's own policies in connection with the effective management of such children

These guidelines also apply to players under the age of 18 playing in adult teams.

Parents / Carers are responsible for the safe delivery and collection of their child for matches and training.

Information relating to all planned away fixtures or competitions will be provided to Parents / Carers in advance.

Burnham Cricket Club will be responsible for the Children in their care when on the Club premises or on arrival at opponents' cricket grounds.

It is not the responsibility of the Coach or Team Manager to transport, or arrange to transport, the children to and from the Club or match.

The Club will obtain written permission from Parents / Carers for children to participate in all competitions and away fixtures / events.

We will expect parents / carers to ensure children are collected at the stated time.

A Team Manager will be appointed with clear roles and responsibilities. Such responsibilities will include for them to establish and communicate the following information to Parent(s):

- Why the trip is planned – its reason or purpose
- When the trip will take place – date,
- Times of departure and estimated time of return
- Where the trip is to, including the destination and venue
- Where the meeting points will be – at the home and the away venue
- Staffing arrangements, including the name and contact details for the Team Manager responsible for the trip
- Kit and equipment requirements
- Details of cost implications, including competition fee, any spending or pocket money needed and the transport costs



# Photography / Video Camera Policy Statement

Burnham Cricket Club is keen to promote positive images of children playing Cricket and is not preventing the use of photographic or videoing equipment.

However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of Children.

Burnham Cricket Club is therefore vigilant about this possibility and has instigated this policy to guard against this possibility.

The Clubs policy relating to the use of cameras during matches, training sessions and other club occasions is:

- Photographs / images are not to be taken at matches or training without the prior permission of the parents/carers of the child.
- If no consent has been given for a child to be photographed then it is to be made known to the relevant person of an opposing team (eg. Coach / Team Manager) so that the appropriate person/s taking photos for the other team is aware and can avoid taking photos of that particular child.
- The children will be informed that a person will be taking photographs.
- The children will be informed that if they have concerns they can report these to the coach or team manager.
- Concerns regarding inappropriate, or intrusive, photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection concern.

The Clubs policy relating to the use of images of children, (for example on the Club's website, in the media or in league handbooks)

- The Club will ask for parental permission to use their child's image and, wherever possible, show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent cricket and the Club.
- The Club will ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the Club.
- If an image of the child is used the Club will avoid using the name of the child.
- only use images of children in appropriate kit (training or competition), to reduce the risk of inappropriate use, and to provide positive images of the children.
- Encourage the reporting of inappropriate use of images of children. If you are concerned, report your concerns to the County or Club Welfare Officer.

Using Video as a coaching aid:

- Players and Parents/Carers will be made aware that video recording is part of the coaching programme.
- Any material taken will be kept securely and will be deleted or destroyed when the parent/carer asked or if it is no longer required.



# Missing Children Policy Statement

A child going missing is an extremely traumatic - for adults and children. However, Burnham Cricket Club has devised a policy statement to ensure that everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically the missing child can, hopefully, be found in an organized and efficient way.

The guidelines are as follows:

- Ensure the other children in our care are looked after appropriately while we organize a search for the child concerned.
  - Inform the child's parents if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them that the Club is doing all we can to locate their child.
  - Take a short time to organize the search properly to ensure that all places are searched fully. Organize all available responsible adults by areas to be searched.
  - Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the Club's grounds.
  - Request all those searching to report back to a nominated adult at a specific point.
  - The nominated person should remain at this reference point and make a note of the events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as clothing the child was wearing and where and when they were last seen. All this will be required by the police.
  - A report will be made 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 the child is located, ensure the parents, searchers and the police (if, by then, they are informed) are informed.
  - All missing child incidents MUST BE notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Child Protection Team.



## Junior Cricketers in Open Age Group Cricket Policy Statement

### Introduction

The ECB has issued the following guidelines to cover the selection and participation of young players in open age cricket.

They are designed to help clubs to decide when to select young players in open age cricket and how best to help their cricketing development when they play within open age groups.

They apply to boys and girls equally. Age groups are based on the age of the player at midnight on 31st August in the year preceding the current season.

### Guidance for Clubs and Leagues

Burnham Cricket Club recognizes that we have a duty of care towards all young players who are representing the Club. The Club:

- Will not place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player.
- Will not create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.

In addition the Club will:

1. Ensure that the player's safety, personal development needs and overall cricket experience is considered, acknowledging that the step up from junior to open age cricket is a significant event in any player's cricket experience.
2. There is no definitive age at which a player should be introduced to open age cricket, but each case is determined on an individual basis dependent on the player's ability and stage of cognitive and emotional maturity to take part at this level, taking into account the requirement that no Junior Cricketers younger than the age group of under 13 can play in open age cricket.
3. Ensure that all young players who have not reached their 18th birthday wear a helmet with a faceguard when batting and either a helmet or faceguard when standing up to the stumps when keeping wicket. A young player acting as a runner must also wear a helmet even if the player they are running for is not doing so.

4. Ensure that the ECB Fast Bowling Directives and Fielding Regulations are always be adhered to for junior players in open age cricket.

AGE	MAX OVERS PER SPELL	MAX OVERS PER DAY
Up to 13	5	10
U14, U15	6	12
U16, U17	7	18
U18, U19	7	18

5. Young players will not be allowed to field closer to the batsman (except behind the wicket on the offside) than is appropriate for their age:

AGE	Distance from Middle Stump
Up to U13	11 yards (10 metres)
U14 & U15	8 yards (7.3 metres)
U16, U17 & U18	Must wear helmet & Abdominal protector if fielding within 11 yards

6. Any player in the Under 13 age group must have explicit written consent from a parent or guardian before participating in open age cricket. The Club will ensure that its player registration procedures ensure that consent is obtained.
7. Provide an opportunity for players to show their talents in an appropriate way acknowledging that children who are just used as fielders will not fully experience the game.
8. Be supportive, at all times, for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small), ensuring plenty of praise and encouragement.
9. Try and involve them in all aspects of the game wherever possible i.e. socializing, team talks, practice, decision making and so on, so that they feel part of the team.
10. Acknowledging that children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side.
11. Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else!
12. Ensure that a parent, guardian or other identified responsible adult is present whenever a player in the Under 13 age group plays open age cricket. This could include the captain or other identified adult player taking responsibility for the young player.



## Anti-Bullying Policy Statement

### Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our children so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the staff and officials.

### What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person.

Bullying results in pain and distress to the victim.

### Bullying can be:

- **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racist:** racial taunts, graffiti, gestures
- **Sexual:** unwanted physical contact or sexually abusive comments
- **Homophobic:** because of, or focusing on the issue of sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours, teasing
- **Cyber:** All areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities

### Why is it Important to Respond to Bullying?

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

Burnham Cricket Club has a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- All officials, coaching and non-coaching staff, children and parents 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 it when bullying is reported.
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied.

Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied
- changes their usual routine
- is unwilling to go to the club
- becomes withdrawn anxious, or lacking in confidence
- comes home with clothes torn or belongings damaged
- has possessions that are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases, the child may:

- start stammering
- cry themselves to sleep at night or has nightmares
- become aggressive, disruptive or unreasonable
- start bullying other children or siblings
- stops eating
- attempts or threaten suicide or run away

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

### Procedures

1. Report bullying incidents to the Club Welfare Officer
2. In cases of serious bullying, the incidents will be reported to the ECB Child Protection Team for advice via the County Welfare Officer
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed and will advise on action to be taken.

### Prevention

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of club rules
- signing a behaviour contract
- having discussions about bullying and why it matters



# Code of Conduct for Young People

Burnham Cricket Club is fully committed to safeguarding and promoting the wellbeing of all its members.

Burnham Cricket Club believes that it is important that members, coaches, administrators and parents, carers or guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club's Welfare Officer, Ravi Parmar.

As a member of Burnham Cricket Club you are expected to abide by the following junior code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

# ECB Incident Reporting Form – (page 1 of 2)

## Private and Confidential

<b>Section 1 Details of the Child and their Parent / Carer:</b>		
Name of Child:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Parent's / Carer's name(s):		
Home address (including postcode):		
<b>Section 2 Your details:</b>		
Your Name:	Your Position:	Date and Time of Incident:
<b>Section 3 Your report:</b>		
I am:		
<input type="checkbox"/> Responding to my own concerns	If responding to concerns raised by someone else, please provide their name and position within the club:	
<input type="checkbox"/> Responding to concerns raised by someone else		
Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries / whether you are recording fact, opinion or hearsay):		
The child's account, if it can be given, of what has happened and how:		
Please provide Details of the person alleged to have caused the incident / injury, including where possible their name, address and date of birth (or approximate age):		
Please provide details of any witnesses to the incident(s):		

## ECB Incident Reporting Form – (Page 2 of 2)

Have you spoken to the Parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:	
Have you spoken to the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:	
Have you spoken to the person the allegations are being made against? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please do not approach them	If yes, please provide details of what was said:	
Please provide details of further action taken to date:		
Have you informed the statutory authorities? Children's Social Care: <input type="checkbox"/> Yes <input type="checkbox"/> No	Police <input type="checkbox"/> Yes <input type="checkbox"/> No	LADO <input type="checkbox"/> Yes <input type="checkbox"/> No  Please provide the name of the person and his/her contact number:
<p><b>Data Protection</b></p> <p>The Club, the relevant County Board(s) and the England and Wales Cricket Board Limited (<b>ECB</b>) will each use the information in this form (together with other information they obtain as a result of any investigation) (together "<b>Information</b>") to investigate the alleged incident, to follow the "Safe Hands – Cricket's Policy for Safeguarding Children" and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant Clubs and County Boards, individuals that are the subject of an investigation and/or governmental authorities such as the police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.</p> <p><b><i>As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</i></b></p>		
Your signature:	Date:	Time:

**What to do next**

The contents of this report should be passed to the Club Welfare Officer / County Welfare Officer.

If advised to do so by the County Welfare Officer, a photocopy of this form should be forwarded to them, or to the ECB Child Protection Team, Lord's Cricket Ground, London. NW8 8XZ.

Please mark the envelope Private and Confidential

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.