

# 8

## Appendix



# APPENDIX

## 1 Code of Conduct for Cricket Staff and Volunteers

### Code of Conduct for Cricket Staff and Volunteers<sup>6</sup>

- Respect the rights, dignity and worth of every person within the context of Cricket
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation or disability
- If you see any form of discrimination do not condone it or allow it to go unchallenged
- Place the well-being and safety of the Young Person above the development of performance
- Develop an appropriate working relationship with Young People, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the Young Person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a Young Player<sup>7</sup>  
This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Know and understand the ECB *Welfare of Young People Policy* and Procedures
- Respect Young People's opinions when making decisions about their participation in Cricket
- Inform Players and Parents of the requirements of Cricket
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use banned substances whilst actively working with Young People in the Club. This reflects a negative image and could compromise the safety of the Young People
- Do not give Young People alcohol when they are under the care of the Club/League/County Board
- Hold relevant qualifications and insurance cover

<sup>6</sup> Adopted from the original ECB Coaches Code of Conduct

<sup>7</sup> The ECB adopts the Home Office guidelines which recommend the principle - "People in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care"



## Code of Conduct for Cricket Staff and Volunteers

- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of Cricket e.g. fair play
- Display high standards of behavior and appearance
- Follow ECB guidelines set out in the *Welfare of Young People Policy* and any other relevant guidelines issued
- Ensure that you attend appropriate training to keep up to date with your role and the Welfare of Young People
- Report any concerns you may have in relation to a Young Person, following reporting procedures laid down by the ECB



## 2 Guidelines for Photography

### Proforma for Use of Photographic Images

### Events Registration Form

#### Guidelines on Use of Photographic and Filming Equipment at Competitions

If you are asking the press or a professional photographer to a festival, match or Cricket event, it is important to ensure they are clear about expectations of them in relation to child protection and the Welfare of Young People.

- Provide a clear brief about what is considered appropriate, in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform Young Cricketers and their Parents/Guardians that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs
- Unsupervised access to Young Cricketers or one-to-one photos/filming sessions at the event should not be permitted
- Do not approve photo sessions outside the event

If Parents or other spectators are intending to photograph or video the event, they should be made aware of your expectations:

- Spectators should be asked to register at the event, if they wish to use photographic equipment
- Young Cricketers and Parents should be informed that if they have concerns they can report these to the event organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any child protection concern

**Public information:** the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and should be announced over the public address system prior to the start of the event.

#### The recommended wording is:

*In line with the recommendation in the ECB Welfare of Young People Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Staff before carrying out any such photography. The event organisers reserve the right of entry to this event and reserve the right to decline entry to any person unable to meet or abide by the organiser's conditions.*



Guidelines for Photography  
Proforma for Use of Photographic Images  
Events Registration Form

**Parental/Carer and Young Person Permission Form for the  
Use of Photographs and Recorded Images**

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

(Club/County Board) recognises the need to ensure the welfare and safety of all Young People in Cricket. 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.

The (Club/County Board) will follow the guidance for the use of images of Young People, as detailed within the ECB *Welfare of Young People Policy* (excerpt attached for information)

The (Club/County Board) 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

(Club/County Board)

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

The information will be available on the Club/County website or on <http://www.Play-Cricket.com>  
For the Cricket season 2004

If at any time either the Parent/Carer or the Young Person wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.



Guidelines for Photography  
Proforma for Use of Photographic Images  
Events Registration Form

**Parental/Carer and Young Person Permission Form for the  
Use of Photographs and Recorded Images**

To be completed by Parent/Carer

I \_\_\_\_\_ (Parent/Carer full name) consents /does not consent

\_\_\_\_\_ (Club/County Board) 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 completed by Young Person (if 12 years or older)

I \_\_\_\_\_ (Parent/Carer full name) consents /does not consent

\_\_\_\_\_ (Club/County Board) photographing or videoing my involvement in Cricket under the stated rules and conditions.

Signature:

Date



Guidelines for Photography  
Proforma for Use of Photographic Images  
Events Registration Form

**Events Registration Form**

Name	
Address	
Postcode	
Tel No	
Signature	
Date	

I wish to take photographs or record images at this event. I agree to abide by the Event Organisers' guidelines and confirm that the photographs or recorded images will be used appropriately

Please complete and return to the Event Organiser



## 3 Definitions of Abuse

### Definitions of Abuse, Bullying and Harassment

#### Abuse

Any person may abuse or neglect a Young Person by inflicting harm, or by failing to act to prevent harm. Young People may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

Young People can be abused by Adults or other Young People. There is growing evidence to suggest that peer abuse is an increasing concern for Young People.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a Young Person may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a Young Person in the future.

There are four main forms of abuse:

**Neglect** - where Adults fail to meet a Young Person's basic physical and/or psychological needs, likely to result in the serious impairment of the Young Person's health or development (e.g. failure to provide adequate food, shelter and clothing, failure to protect a Young Person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give Young People love, affection and attention.

*Neglect in Cricket could include a Teacher or Coach not ensuring that Young People are safe, exposing them to undue cold, heat or to unnecessary risk of injury.*

**Physical abuse** - where someone physically hurts or injures a Young Person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a Young Person. Physical harm may also be caused when a Parent or Carer feigns the symptoms of, or deliberately causes, ill health to a Young Person whom they are looking after e.g. fictitious illness by proxy or Munchausen's syndrome by proxy.

*Examples of physical abuse in Cricket may be when the nature and intensity of training and competition exceeds the capacity of the Young Person's immature and growing body or where drugs are used to enhance performance or delay puberty.*

**Sexual abuse** - where girls and boys are abused by Adults or other Young People (both male and female), who use Young People to meet their own sexual needs.





## Definitions of Abuse

This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing Young People pornographic material (books, videos, pictures) is also a form of sexual abuse.

*In Cricket, Coaching techniques which involve physical contact with Young People could potentially create situations where sexual abuse may go unnoticed. The power of the Coach over young performers, if misused, may also lead to abusive situations developing.*

**Emotional abuse** - is the persistent emotional ill-treatment of a Young Person such as to cause severe and persistent adverse effects on the Young Person's emotional development. It may involve conveying to Young People that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Young People. It may involve causing Young People to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the Young Person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a Young Person.

*Emotional abuse in Cricket may occur if Young People are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.*

### **Bullying**

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. racist or homophobic remarks, threats, name calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

### **Harassment**

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct which distinguishes harassment from acceptable behaviour.



The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children.*

## 4 ECB Anti-Bullying Policy

The ECB will not accept or condone bullying and will address all forms of bullying.

Everyone involved with Cricket, whatever their role, has a responsibility to work to stop bullying

### Action to Help the Victim and Prevent Bullying in Cricket

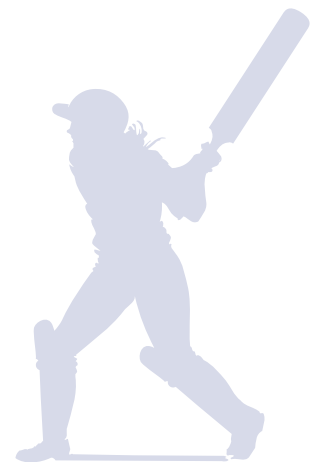
An individual should:

- Take all signs of bullying very seriously
- Encourage all Young People to speak and share their concerns, help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although do not promise that you will not tell what has been said
- Keep a record of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the Club or School (wherever the bullying is occurring)

### Action Towards the Bully(ies):

The Coach or person in charge should:

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



## 5 ECB Self Declaration Form

### Notes On Completing Self Declaration

#### WHO MUST COMPLETE THE FORM?

Any Coach or Adult in your Club, Adults working on behalf of the County Board or local Umpires and Scorers Association/Branch/the ACU&S. This includes Coaches, Club Volunteers, Umpires and Scorers.

#### DO I HAVE TO COMPLETE THIS FORM?

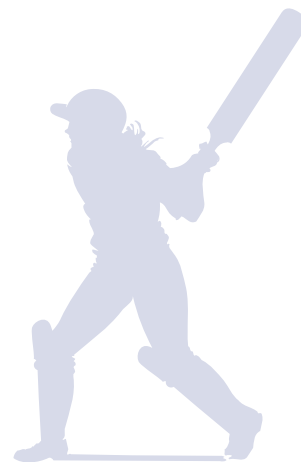
The completion of this form is mandatory for Coaches, for all persons who have regular or continuous contact with children and for all Umpires and Scorers who are members of the ACU&S. If an individual is unwilling to complete the form, then they must not be deployed in any position that gives them access to Young People/Vulnerable Adults.

#### WHAT INFORMATION IS HELD ABOUT ME?

The information submitted on the form. If you have a conviction for an offence that could put Young People/Vulnerable Adults at risk, the official details of the conviction will be recorded. However, if allegations of behaviour or details of other convictions become known to the ECB, which may place Young People/Vulnerable Adults at risk, this information may also be recorded. All concerns/complaints will be reported to the Police and relevant Local Authority for investigation and the outcome recorded. This information will be held separately, securely and will record the date, time, source and originator of any text. You may at any time request to see information held about you. This does not extend to information received from a Criminal Records Bureau check; this is protected under the Freedom of Information Act until 2005.

#### TO WHOM WILL MY INFORMATION BE DISCLOSED?

If you wish to see information held about you, this request must be made in writing to the ECB Welfare Case Officer. The ECB must respond within 40 days. A fee may be levied in accordance with the Data Protection Act 1984. All information will be made available to any official agencies, which have a statutory duty to investigate allegations of child abuse. The ECB also reserves the right to disclose information regarding relevant child protection concerns to Club/County Boards/ACU&S/Branches/Umpires and Scorers Associations and any other individuals with child protection concerns.



## ECB Self Declaration Form

### **TO WHOM DO I RETURN MY FORM?**

Upon completion the completed form must be returned to your County Board or Club Welfare Officer marked 'Private and Confidential - SDF'. If you are an ACU&S Umpire or Scorer you should return the form marked 'Private and Confidential' to the ACU&S Administration Manager. If you are deemed to be an individual who is not suitable to work with Young People/Vulnerable Adults, appropriate action will be taken and the Club/County Board/the ACU&S will be informed.

### **HOW WILL THE INFORMATION BE UPDATED?**

The forms will be updated in line with the ECB's requirements to meet Data Protection Regulations.



# ECB 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home telephone no: \_\_\_\_\_

Mobile telephone no: \_\_\_\_\_

With discretion, may we contact you at work? \_\_\_\_\_

Work telephone no: \_\_\_\_\_

### PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS POST

Dates	Awarding Body/Qualification
_____	_____
_____	_____
_____	_____
_____	_____

### MEMBERSHIP OF PROFESSIONAL BODIES

Dates	Membership details
_____	_____
_____	_____
_____	_____
_____	_____



## ECB Self Declaration Form

### TRAINING COURSES

Please give details of attendance on training courses that are relevant to this application

Dates	Course details
_____	_____
_____	_____
_____	_____
_____	_____

### EMPLOYMENT DETAILS

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 detail the role(s) you currently fulfil or are applying for with the County/Club/Board or the ACU&S

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## ECB Self Declaration Form

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

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

### REFERENCES

Please give details of two referees (not relatives)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone no: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

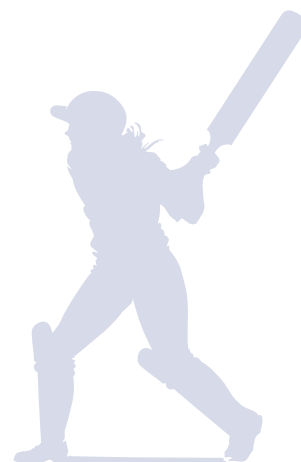
\_\_\_\_\_

Telephone no: \_\_\_\_\_

### INTERESTS

Please give brief details of pastimes, hobbies and interests:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# ECB Self Declaration Form

## Part B

### EQUAL OPPORTUNITIES MONITORING

ECB promotes a policy of equality in Cricket. This policy will continue to be implemented through creating more opportunities and encouraging increased participation in the game for everyone at all levels and in all roles within Cricket. This form is not used for selection purposes but as a mechanism to monitor and evaluate the make up of those people who are participating in Cricket as Volunteers. Please help us by completing it.

Name: \_\_\_\_\_

Post applied for: \_\_\_\_\_

#### Are you:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Divorced/separated	<input type="checkbox"/>

#### Are you:

Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Other Asian/Chinese	<input type="checkbox"/>	White	<input type="checkbox"/>

Other (please specify): \_\_\_\_\_

#### Age range:

16-19	<input type="checkbox"/>	20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60+	<input type="checkbox"/>

Do you consider yourself to have a disability? YES  NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





## ECB Self Declaration Form

### Part C

The England and Wales Cricket Board Ltd (ECB), the Association of Cricket Umpires & Scorers (ACU&S) and affiliated Cricketing organisations 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 Cricket, this will depend on the circumstances and background to your offence. If you fail to disclose an offence and the ECB, the ACU&S or any affiliated organisation is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of 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:

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#### 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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## ECB Self Declaration Form

**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:

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**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 the ECB for it to conduct a Criminal Record Bureau (CRB) check if so required. The ECB Welfare Cases Officer may be informed of disclosed information.**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to: Club/County Welfare Officer or the ACUS Administration Manager, whichever is applicable.

Please mark the envelope 'Private & Confidential – SDF'.



## 6 ECB Reference Form

### Confidential

The following person \_\_\_\_\_ has expressed an interest in working with \_\_\_\_\_. The post involves substantial access to Young People. As an organisation the England and Wales Cricket Board (ECB), 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 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.

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How long have you known this person?

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In what capacity?

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

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## ECB Reference Form

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					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, the ECB 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: \_\_\_\_\_



# 7 County Board Welfare Officer Job Description

## COUNTY WELFARE OFFICER – JOB DESCRIPTION

The protection and support of Young People in Cricket is of paramount importance to the England and Wales Cricket Board (ECB). The County Board Welfare Officer will, therefore, act as a source of advice/support on Child Protection matters to Clubs and support the education and training of all County Board members and Affiliated Clubs.

### Core Areas of Knowledge:

Basic understanding of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.

Basic understanding of the roles and responsibilities of the statutory agencies within Child Protection (Social Services, Police and the NSPCC).

Understanding of local procedures for reporting Child Protection concerns to the statutory agencies.

Knowledge of how to put into practice the ECB *Welfare of Young People Policy* and the related 'Complaints and Discipline Procedure'.

Understanding of equity issues within the context of Child Protection.

Understanding of the different forms of behaviour that can occur within and outside of sport which are harmful to children, from poor practice to child abuse.

### Core Skills – ability to:

- Administrate/organise paperwork and record information received
- Act as a local source of advice on Child Protection matters
- Support the interests of children within Cricket
- Communicate with others

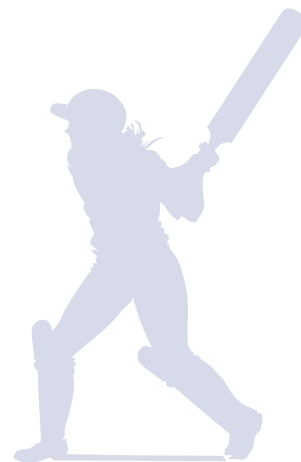
### Core Tasks:

To help safeguard young people by assisting in the promotion and implementation of the *Welfare of Young People Policy* at a County level.

To become established as the local point of contact for Child Protection matters in respect of the statutory agencies and, where necessary, to liaise with these agencies.

To support the education and training of others in Cricket at a County and Club level in respect of Child Protection.

To provide Child Protection advice and support to Club Welfare Officers.



## County Board Welfare Officer Job Description

To maintain accurate records relating to the concerns raised and/or ongoing ECB investigations affecting the County.

To liaise with the ECB Welfare Case Officer as required within the Policy.

To uphold confidentiality, as far as is practically possible, in all Child Protection matters.



# 8 Club Welfare Officer Job Description

## CLUB WELFARE OFFICER – JOB DESCRIPTION

The protection and support of Young People in Cricket is of paramount importance to the England and Wales Cricket Board (ECB). The Club Welfare Officer will, therefore, act as a first point of contact for any person in Cricket at a Club level who has a concern about child welfare and protection.

### Core Areas of Knowledge:

Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.

A basic knowledge of the roles and responsibilities of the statutory agencies within Child Protection, such as Social Services, Police and the NSPCC.

Understanding of local procedures for reporting Child Protection concerns to the statutory agencies.

Familiarisation with the ECB *Welfare of Young People Policy* and a knowledge of how to put this into practice in relation to Young People in your Club.

Awareness of equity issues within the context of Child Protection.

A basic knowledge of the different forms of behaviour that can occur within and outside of sport which are harmful to children, from poor practice to child abuse.

### Core Skills – ability to:

- Administrate/organise paperwork and record information received
- Act as a local source of advice on Child Protection matters
- Support the interests of children within Cricket
- Communicate with others

### Core Tasks:

To help safeguard Young People by assisting in the promotion and implementation of the *Welfare of Young People Policy* at a Club level.

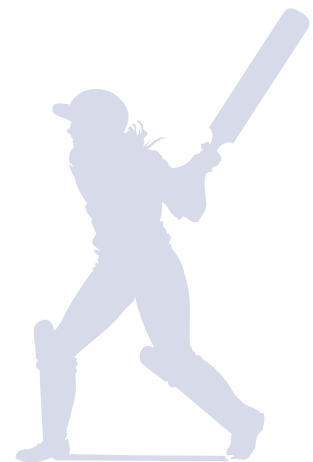
To be the first point of contact in the Club for the reporting of Child Welfare and Protection concerns.

To assist in the raising of awareness of others in Cricket at a Club level in respect of Child Protection.

To be a source of advice and information at a Club level.

To become a Club Committee Board member.

To uphold confidentiality, as far as is practically possible, in all Child Protection matters.



# 9 ECB Welfare Incident Form

## ECB Welfare Incident Form

Name of Child	
<input type="checkbox"/> Male	<input type="checkbox"/> Female
Age and Date of Birth	
Parents/Carer's name/s	
Home Address	
<p><b>Ethnicity</b></p> <p><b>A White</b></p> <p><input type="checkbox"/> British <input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background (please specify):</p> <p><b>B Mixed</b></p> <p><input type="checkbox"/> White &amp; Black Caribbean <input type="checkbox"/> White &amp; Black African</p> <p><input type="checkbox"/> White &amp; Asian</p> <p><input type="checkbox"/> Any other mixed background (please specify):</p> <p><b>C Asian or Asian British</b></p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background (please specify):</p> <p><b>D Black or Black British</b></p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background (please specify):</p> <p><b>E Chinese or other ethnic group</b></p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other (please specify):</p>	
Your Name	
Your Position	
Date and Time of incident	





## ECB Welfare Incident Form

Are you reporting your own concerns or responding to the concerns raised by someone else?

Reporting my own concerns

Responding to the concerns raised by someone else

If responding to concerns raised by someone else please provide their name and position within the Club

Please provide details of the incident or concerns you have, including dates, time, venue.

Please detail exactly what was said, if your concerns are the result of a child speaking to you, including date, time and venue



## ECB Welfare Incident Form

<p>Have you spoken to the Parents? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details of what was said</p> <p>Have you spoken to the child? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details of what was said</p> <p>Have you spoken to the person the allegations are being made against? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details of what was said</p> <p>Please provide details of further action taken to date</p>	
<p>Have you informed the statutory authorities? Social Services Yes <input type="checkbox"/> No <input type="checkbox"/> Police Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide the name of the person and his/her contact number</p>	
Your Signature	
Date	
Time	

Please return to the ECB Welfare Case Officer,  
Lord's Cricket Ground, London NW8 8QZ



# 10 Parental/Carer Consent Form for Cricket Tours and Away Fixtures

Marked Private and Confidential

## ECB Parental/Carer Consent Form

To be used when taking Young People on away fixtures, or tours (within the UK).

Copy to be taken by Tour/Team Manager and copy to be retained by Home Contact

Name of Child		Date of Birth	
Name of Club			
Tour/Away Fixture(s)			
Dates of tour/away fixture(s)			
Emergency Contact Name		Tel Home	
Home Address	Tel Work		
	Mobile		
Alternative Contact Name		Tel Home	
Home Address	Tel Work		
	Mobile		
My Child's Doctor's name and Contact Number			

- I have received comprehensive details of the above tour/away fixture(s) and am aware of the ECB Welfare of Young People guidelines in relation to tours/away fixtures.
- I consent to my child taking part in the activities indicated. I acknowledge that the Club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the tour/away fixture.
- I agree to be at the pick-up/drop off point at the agreed time

Signed - Parent/Carer	
Print Name	
Date	



## Parental/Carer Consent Form for Cricket Tours and Away Fixtures

### 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 condition 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	



# 11 Player Profile Form

Taken from Clubmark - Template 5

## ECB Player Profile

- To ensure that we have the 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	
Postcode	
Home Telephone Number	
Date of Birth	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity	
<b>A White</b>	
<input type="checkbox"/> British <input type="checkbox"/> Irish	
<input type="checkbox"/> Any other white background (please specify):	
<b>B Mixed</b>	
<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African	
<input type="checkbox"/> White & Asian	
<input type="checkbox"/> Any other mixed background (please specify):	
<b>C Asian or Asian British</b>	
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi	
<input type="checkbox"/> Any other Asian background (please specify):	
<b>D Black or Black British</b>	
<input type="checkbox"/> Caribbean <input type="checkbox"/> African	
<input type="checkbox"/> Any other Black background (please specify):	
<b>E Chinese or other ethnic group</b>	
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Any other (please specify):	



## Player Profile Form

### Disability

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

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):

### Medical information

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



## Player Profile Form

<b>Emergency contact details</b> <b>To be completed by Parent/Carer</b> Please indicate the person(s) who should be contacted in case of an incident/accident:	
Contact name (e.g. Parent/Carer)	
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:	



# 12 Risk Assessment Form

Taken from Clubmark - Template 8

## ECB Risk Assessment Form

Name of Club	
Venue	
Name and position of person doing check	
Date of check	

### Playing/training area

- Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity?  Yes  No

*(If no, please outline the hazard, which may be at risk and action taken, if any.)*

Is the Clubhouse, including all facilities within, safe and free from obstacles and harm?

Yes  No

### Equipment

- Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?  Yes  No

*(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)*





## Risk Assessment Form

### Players

- Check that the attendance register is up to date with medical information and contact details.
- Check that players are appropriately attired for the activity.

Is/are the register(s) in order?  Yes  No

*(If no, please outline current state and action taken, if any.)*

Are performers appropriately attired and safe for activity?

Yes  No

*(If no, please outline unsafe equipment/attire and action taken, if any.)*

### Emergency points

- Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Have emergency access points been checked and are they operational?

Yes  No

*(If no, please outline the issues and action taken, if any.)*

Is a working telephone available?  Yes  No

*(If no, please outline the issues and action taken, if any.)*



## Risk Assessment Form

### Safety Information

- Check that evacuation procedures are published and posted somewhere for all to see. Ensure that Volunteers and Staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the Club?  Yes  No

*(If no, please outline what information is missing and action taken, if any.)*

Does the Club need to take any further action?

*(If yes, please specify.)*

Signed	
Date	
Print Name	



# 13 Private Vehicle Registration Form

## ECB Private Vehicle Registration Form To be completed by Volunteer County Board/Club Drivers

### *Purpose of the form*

- To register the private vehicles used for the transportation of individuals in connection with Cricket away fixtures or tours
- To inform drivers of the need to amend their insurance, if they intend to use their vehicle on behalf of the Club/County Board and if passengers are being carried in connection with Club/County Board activities or events
- The form must be completed by the driver of any private vehicle used for the transportation of individuals to and from Cricket activity on behalf of the Club/County Board
- Completed forms must be handed to the Club/County Board Secretary or Chair

DRIVER DETAILS	VEHICLE DETAILS
Full Name:	Registration No:
Address	Colour
	Name of Registered Keeper
Postcode	Make
Tel:	Model
Driving licence No and type (e.g. full)	
Other members authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company:	
Insurance Expiry Date:	
Road Tax Expiry Date:	



## Private Vehicle Registration Form

### Declaration

Please tick each box

I have informed the insurance company of my intention to transport members, on behalf of the Cricket Club/County Board. I have stated if I will be claiming expenses in connection with this additional use

I have extended the policy and paid any additional premium as required by the insurance company

My vehicle is roadworthy and complies with all current traffic legislation

I will inform all passengers of the legal requirements to wear seat belts when the above vehicle is being used on behalf of Cricket

I am aware that it is not good practice to give individual Young People a lift on their own

I declare that the information stated here is correct and that I will inform the Cricket Club/County Board of any changes

Signed	
Print Name	
Date	

<b>CRICKET APPROVED DRIVER</b>	
Name	
Registration Number	
Signed	Date
Club/County Board Chair/Secretary	



# 14 Guidelines for Club Changing Policy

## Guidelines for Club Changing Policy

The following provides a framework of best practice and guidance for a Changing Policy to be developed within the club. These guidelines apply to Adults and Young People (under the age of 16) sharing changing facilities. Clubs should identify and develop the framework that best suits their changing arrangements, taking into account the number of Young People involved.

Methods of guidance are:

1. Adults should not change or shower at the same time using the same facility as Young People
2. Adults should try to change at separate times to Young People
3. If Adults and Young People need to share a changing facility, the Club must have consent from the Parents that their child/children can share a changing room with Adults in the club
4. If Young People need to share changing facilities with Adults, their Parents should be allowed to supervise them whilst they are changing

Please note:

- If Young People are uncomfortable changing or showering with Adults, no pressure should be placed on them to do so. Encourage them to do this at home.

