



Operating Policies and Codes of Conduct

Introduction

The Junior Section of the Ditchling Cricket Club ("the Club") was formed in 2004. The principal objectives are:

- to introduce children primarily in the village but also in the wider community who would not otherwise have the opportunity of playing cricket to the game;
- to strengthen links between the Club and the village; and
- in the longer term, to provide young players for the Club's senior sides.

Our ethos

From its inception the Junior Section has stressed the importance of the way in which the game is played; sportsmanship is prized, decisions are accepted and players are encouraged to support each other and to respect the opposition. In this way the very special ethos of the Club is being promoted to the junior players.

We aim to ensure that our junior payers enjoy playing competitive cricket in the correct spirit and to balance the need to give all our junior players opportunities to develop and to play a level of cricket that is appropriate to their individual development needs

The Club values greatly the Junior Section and is committed to providing the very best facilities for its junior players. It is clear that junior players will be more likely to enjoy their cricket and have more fun if they are well managed and receive top quality coaching. To this end the Club has produced this Operating Policy for the Junior Section, to inform the junior players and their parents (or guardians) what they can expect of the Club.

The structure of the junior section

The **Junior Section Manager** is responsible for the day to day leadership of the Junior Section.

The Club has to comply with the good practice guidelines as laid down by the ECB to safeguard and protect children within the Club. The **Child Welfare Officer** works with the Junior Section Manager, the coaches, administrators, responsible adults, the Club's committee and members to ensure that the Junior Section and the Club are a safe and fun place for children to play and improve their cricket.

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Each age group has at least one **coach**. Coaches are responsible for the development of players in that age group and the day to day running of the team(s) in that age group. Wherever possible we aim to have a pair of coaches working together to share the work load, but this is not always possible.

Each age group also has an **administrator** who is responsible for liaising with the coach(es) and ensuring that everyone is aware of the date/time of training, fixtures etc and for collecting money, recording attendance etc.

The Junior Section also relies on a number of **responsible adults** who are not qualified coaches but are happy to assist with training or to act under the direction of coaches to ensure the smooth running of training sessions, matches etc.

Parents/carers have a very important role to play in the running of the Junior Section and have responsibilities set out in this Policy and its appendices. The term parent/carer is used in this policy as a catch-all phrase incorporating legal guardians or other parties who may have responsibility for the junior player.

A spirit of openness

It is fundamental to the success of the Junior Section that everyone involved with it is encouraged and feels free to raise any concerns that they may have concerning the operation of the section. Concerns should be raised with the appropriate party and in an appropriate manner. Only in this way can people's concerns and potential difficulties be dealt with effectively. It may be that the concerned person feels able to raise the concern directly with the person who is causing the concern. However, it may be that the person prefers to raise the matter with the Junior Section Manager or the Child Welfare Officer (who is specifically trained to deal with matters of this type).

There will be circumstances where only one person believes that something is wrong. That person may perhaps think that they don't have sufficient evidence for their belief or that raising the issue would be disloyal or worse. Frequently people in these situations worry that their raising of an issue may lead to them or someone else receiving adverse treatment. **These feelings should not deter people from raising any concerns that are held.**

If concerns are raised in good faith and in the correct manner, for example to the Child Welfare Officer, they will be handled sensitively and treated as confidentially as possible. The next stage will be discussed with the person raising the concern and no action will be taken against that person if the concern proves unfounded (as long as it was raised in good faith).

Documenting incidents and accidents

A well run club will ensure that it keeps records of all accidents (normally physical injuries or potential injuries to junior players) and incidents of an unwelcome nature.

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Incidents would involve matters of bullying, complaints from junior players or parents/carers, loss of children and many other situations covered in this document.

Coaches/administrators or responsible adults will complete Accident or Incident Report Forms in appropriate circumstances. Templates of these forms are included at the conclusion of this document. Forms are available from the Club's Welfare Officer, whose help should be sought in the completion of the report forms and who will be responsible for holding any such forms once completed.

Disciplinary or similar matters

In the event that a potential breach of this Operating Policy or any of the appended codes of conduct or policies, is brought to the attention of the officers of the Junior Section, the matter will be taken seriously and treated as confidentially as possible. The alleged transgression may be on the part of a coach, a responsible adult, a parent/carer, a junior player or indeed one of the officers.

Disciplinary matters will be decided in the first instance by a committee made up of The Junior Section Manager, The Child Welfare Officer and another member of the Junior Section structure or the Club's Committee nominated in the circumstances by the Junior Section Manager and Child Welfare Officer. This disciplinary committee will follow due process in making any decision and there will be a right of appeal. In the event that the Junior Section Manager and/or Child Welfare Officer are personally implicated in a matter, the Club Chairman will be asked to decide the make up of the disciplinary committee hearing the matter.

In normal circumstances the right of appeal from the decision of the disciplinary committee shall be to the Club Chairman. If the Club Chairman has been involved in the disciplinary committee's consideration of the matter or is otherwise unable to hear the appeal, the appeal should be heard by the Club President or another senior member of the Club's Committee who has been previously uninvolved in the matter.

Appendices

Underpinning this Policy, are the following codes of conduct, which are appended to this Policy:

- Code of Conduct for Junior Players (**page 5**);
- Code of Conduct for Parents (or Guardians) (**page 6**);
- Code of Conduct for Coaches and Managers (**page 7**).

In addition also appended to this Policy are the following:

- The Club's inclusion and diversity policy (**page 10**)
- Squad Allocation and Selection Policy (**page 12**)
- Selection of junior players in open age group cricket (**page 13**)
- Recruitment to the Junior Section (**page 14**)

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- Changing Policy (**page 14**)
- Helmet Policy (**page 15**)
- Anti-Bullying Policy (**page 16**)
- Photography/Video Policy (**page 17**)
- Transport Policy (**page 17**)
- Emergency contacts whilst away from the Club (**page 18**)
- Missing Child Policy (**page 19**)
- Guidelines for Dealing with an Incident (**page 20**)



Operating Policy for the Junior Section

It is agreed that the Junior Section will:

1. take all reasonable steps to safeguard and promote the well being of all of the Club's junior players and to ensure that the principles of the Club's Equity Statement are adhered to;
2. ensure that everyone involved with the Junior Section: the junior players, their parents/carers, the coaches, responsible adults and administrators are encouraged:
 - a. to show respect to each other and to safeguard each others' welfare at all times; and
 - b. to be open with each other at all times in matters relating to the operation of Junior Section and to share any concerns or complaints that they may have in this regard with the relevant coach, Junior Section Manager or the Child Welfare Officer as appropriate;
3. ensure that all home matches are played on pitches that are safe for the age group concerned;
4. ensure that all fixtures are properly arranged and that a suitable match manager is available for each game;
5. ensure that all coaching/training is conducted in suitable venues and supervised by suitably qualified coaches;
6. ensure that all coaches, responsible adults and administrators are properly CRB checked and aware of and committed to the Junior Section's ethos and the Club's Child Protection Policy;
7. ensure that first aid kits are available in the pavilion at Ditchling and at all locations in which the Junior Section is running coaching/training;
8. ensure that the junior players wear cricket helmets when required to and bowl no more overs in the Club's games and practices than is recommended by the ECB for their particular age group;
9. take all possible steps to supervise the taking of any prescribed medications, in accordance with the specific requests of any junior player's parent/carer;
10. deal appropriately with any emergency concerning the health or welfare of a junior player; and
11. carry adequate levels of insurance for public liability and personal accident cover.



Code of Conduct for Junior Players

The following standards are expected from all junior players:

1. to understand the spirit of cricket and to behave in a sportsmanlike manner whilst playing cricket for the Club whilst always playing competitively and with full commitment;
2. to support their team mates at all times whilst playing cricket for the Club;
3. to respect the opposition and to treat them in a sportsmanlike way - it is unacceptable to intimidate or to deliberately distract opponents orally, or by acts of gamesmanship or aggressive behaviour;
4. the umpire's decision must be accepted at all times and no dissent whatsoever should be shown;
5. behaviour at any match or coaching/training, wherever this takes place, should not cause offence to any person present;
6. it is unacceptable to use foul, abusive or derogatory language;
7. it is expected that all players will keep to agreed timings for coaching and matches, or inform their coach if they are going to be late;
8. it is unacceptable for junior players to smoke, drink alcohol or take drugs whilst representing the Club; and
9. it is expected that players will be dressed in smart cricket clothing, whilst playing cricket for the Club.



Code of Conduct for Parents/Carers

The Junior Section is heavily reliant on the goodwill and support of the junior players' parents/carers and greatly appreciates the contributions and sacrifices that they make to enable the Junior Section to function successfully. In order to ensure that we continue to progress successfully, it is hoped that parents/carers will:

1. always remember that children should play cricket for their own enjoyment, not for that of their parents/carers;
2. encourage children to participate and never force them to do so;
3. focus on the child's enjoyment, commitment, behaviour and performance, rather than winning or losing, and never punish or belittle a child for losing or making mistakes;
4. support and ensure an understanding in their children of the Junior Section's ethos;
5. encourage children to understand the spirit of cricket and to play according to the laws and etiquette of cricket and above all in a sportsmanlike manner;
6. set a good example by recognising fair play, applauding the good performances of all and respecting the decisions of umpires or officials and encourage their children to do likewise;
7. discourage unfair play and arguing with officials;
8. support all efforts to remove verbal abuse and dissent from cricket;
9. provide the Junior Section with details of any illness which a junior player has (e.g. diabetes, asthma, epilepsy) and what medication may need to be supervised;
10. ensure that adequate arrangements are made for the safe collection and transportation of the junior player to and from matches/practice (repeated late collection of a child will result in the Child Welfare Officer being informed);
11. in the case of junior players in the under 10 age group and below, either stay at the match or training session whilst your child(ren) are participating or nominate a designated adult who will be responsible for your child(ren) for the duration of that match or training session.
12. supervise any siblings/friends of the junior player at matches/coaching and practice sessions;
13. actively support the relevant coach, responsible adult or Junior Section Manager whatever way is reasonably possible; and

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14. raise with the appropriate person within the Junior Section any concerns whatsoever that you may have regarding the treatment of any junior player or the running of the Junior Section.



Code of Conduct for Coaches and Responsible Adults

(Based on ECB Code of Conduct for Coaches)

Nb This Code of Conduct shall apply as is appropriate to any adult who is working with junior players under the auspices of the Junior Section and the term 'coach' should be read accordingly in this Code of Conduct.

Rights of junior players

Coaches should:

- assist in the creation of an environment where every junior player has the opportunity to participate appropriately in coaching and matches;
- create and maintain an environment where junior players are free of fear and harassment; and
- recognise the rights of all junior players to be treated as individuals.

Relationships with junior players

Coaches should:

- develop a working relationship with junior players that based on mutual trust and respect;
- aim to promote the welfare and best interests of the junior players;
- seek to empower junior players they are working with to be responsible for their own actions and decisions;
- never engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying);
- never exert undue influence over junior players to obtain personal benefit or reward;
- never condone violations of the laws of cricket, rough play or use of prohibitive substances;
- avoid any form of sexual intimacy with junior players; and
- take action if they have a concern about the behaviour of an adult or another child towards a junior player;

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Responsibilities – personal standards

Coaches:

- should act to promote the Junior Section's ethos at all times when they are working with junior players;
- must be fair, honest and considerate to junior players and their parents/carers;
- must be aware of their position as a role model for junior players at all times that they are working with those players and seek to act as a positive role models for junior players at all times; and
- should display consistently high standards of behaviour and appearance.

Responsibilities – professional standards

Coaches shall:

- provide a safe environment that maximises benefits and minimises risks to junior players in achieving their goals;
- promote the execution of safe and correct practice, appropriate to the age, ability and experience of those taking part;
- be cognisant at all times of the ratios published by the ECB, namely:

The ratio of qualified coaches to children is

Net coaching 1:8
Group coaching 1:24
Hard ball coaching 1:16

The minimum supervision ratios are

Aged 8 and under - 1 adult: 8 children
Aged 9 and over - 1 adult: 10 children.

For mixed groups there must be at least one male and one female supervising adult.

- be professional and accept responsibility for their actions;
- hold the appropriate insurance cover;

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- make a commitment to providing a quality service to those junior players they coach;
- follow all guidelines laid down by the ECB and the Club and be aware of all of the relevant policies published by the Junior Section;
- gain ECB coaching qualifications appropriate to the level at which they coach;
- take responsibility for ensuring that they have been individually checked by the Criminal Records Bureau;
- liaise with the Junior Section Manager or Child Welfare Officer as appropriate about any matter, however apparently small, that could bring the Junior Section's reputation into disrepute; and
- complete either an incident or accident report form as appropriate in the event of either an accident or incident.



Inclusion and Diversity Policy

Ditchling Cricket Club (“the Club”) is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for the Club and participating in or watching the Club’s activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.

The Club will take all reasonable steps to ensure that it complies with the requirements of the Equality Act 2010 (“the Act”) and that its employees, members and volunteers adhere to these requirements and to this policy when acting on the Club’s behalf.

Specifically the Club will not discriminate unlawfully on the grounds of the protected characteristics set out in the Act in offering membership or in the provision of services, nor will the Club tolerate harassment, bullying, abuse or victimisation of individuals.

The Club will endeavour to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.

This policy is fully supported by the Club’s officers and the committee who are responsible for the implementation of this policy.

Handling complaints under this policy

The Club will investigate of any claims of discrimination, harassment, bullying, abuse or victimisation that are brought to its attention and will impose such sanction as it considers appropriate and proportionate where such claims are found to be valid.

In the event that any person including an employee, member, volunteer, participant or spectator feels that he or she has suffered discrimination, harassment, bullying, abuse or victimisation, they should report the matter in the first instance to the Club’s Welfare Officer. Where possible any such report should include details of what occurred, when and where it took place and any witness details.

The Club’s Welfare Officer shall liaise with the Junior Section Manager and/or the Chairman in their handling of the matter. The Club’s response will involve a fair procedure adhering to the principles of natural justice and be proportionate to the matter raised. Authority to decide the matter on the Club’s behalf will be delegated to

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appropriate officers of the club. In the event that a Club employee is the subject of a complaint the matter may be treated as a disciplinary matter.

For non-employees sanctions for breach of this policy may include: (a) warning as to future conduct; (b) suspension from membership; (c) removal from membership; (d) exclusion of a non-member from the Club's facilities, either temporarily or permanently; and (e) turning down a non-member's current and/or future membership application.

The Club will normally provide both parties with written reasons for its decision.

A party may appeal the Club's decision to the Sussex County Cricket Board within three months of the Club's decision being notified to that party.

If the nature of the complaint is with regard to the Club's Committee the matter should be raised directly with the Sussex County Cricket Board.

This policy will be reviewed periodically by the Club in consultation with the England and Wales Cricket Board Limited.



Policy on squad allocation and selection

Squad allocation – the basic principle

Each junior player in the junior section will be attached to one squad. S/he will train and play matches with that squad. The basic principle is that a junior player will be allocated to the squad that is appropriate to their age. If the player has their Xth birthday during the school year that runs from 01 September to 31 August they will initially be placed in the Under X squad for the calendar year that starts on 01 January in that school year.

We are currently playing in the Sussex South Area Young Cricketers League (“the League”). Leagues are run from under nine. We have a number of players below that age. These players will be placed in an under eight or development squad (and we will arrange friendly games at that age group).

Exceptions to the basic principle

It is important that we recognise each individual player’s development needs. There are players whose development needs are best suited to them being in a squad other than their own age group squad. League rules prevent us from placing older boy players in younger age groups teams. We do, however, in appropriate circumstances designate younger players to older age groups.

The relevant age group coaches may decide (in agreement with the Junior Section Manager and in consultation with the player’s parents) that a particular player should belong to an age group squad other than the squad that her/his age would suggest. A player’s level of cricketing development and their social maturity will both be taken into account in making such an assessment.

The League allows girls who have not played at County level to play in boys teams up to two years below their actual age group. For example an under 14 girl is allowed to play in an under 12 team. Using the criteria mentioned above the Junior Section will assess which team a girl is best suited to join within the parameters set out by the League.

Players playing outside their designated age group

At our stage of development it needs to be understood that fielding (competitive) sides may require us to ask particular players to play at more than one age group. Where it is logistically possible, and where the player is not being asked to play more cricket than is beneficial to them, that player may be asked to play in games for their designated age group and in any other age groups for which they are qualified to play.

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In making any decisions of this type the coach(es) must be alert to the risk that regular selection decisions of this type may deprive players in the other age groups of cricketing opportunities. The Junior Section's overriding aim is, of course, to offer cricketing opportunities to its members.

Squad size

It is not our intention that the Junior Section should outgrow the Club. Ideally we would have a squad at each age group of 14 or 15 junior players. A squad of this size should allow us to fulfil our fixtures and to provide all junior players with sufficient cricketing opportunities. If we already have a squad of that size it may be necessary for us to turn down potential players.

In accordance with the founding objectives of the Junior Section, wherever possible the Junior Section will allocate squad places to players from the village of Ditchling and to players who are not being presented with sufficient cricket at their school.

Selection policies

It is crucially important that all squad members play sufficient games during a season. From our inception the junior section has successfully adopted rotation policies of the following type to ensure fairness and that we remain competitive:

Each week the coach selects a 'core' group of players representing perhaps 70% of the team. The remainder of the selected team is chosen from the pool of remaining squad players with the number of matches a particular player has played being of primary importance in that selection.

It is important that every player understands that the core group may change over time and that all squad players will need to attend training and make themselves available for matches in order to be available for selection.

Selection of junior players in open age group cricket

Making the step up from junior to open age group cricket is a significant event in any player's cricket experience. Their coach(es) will ensure that the player's safety, personal development needs and overall cricket experience are considered before any such decision is made. Each child will be assessed on an individual basis. A junior player should not play open age group cricket until the relevant coach(es) has(have) approved this.

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Open age group cricket captains and vice captains will be informed on the ECB guidelines on junior cricketers playing in open age cricket and of the ECB Fast Bowling Directives and Fielding Regulations which they will adhere to.

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Recruitment to the Junior Section

It is important that anyone working with our junior players goes through an appropriate vetting process.

The Child Welfare Officer (CWO) will be involved in all recruitments for every position within the Junior Section: Junior Section Manager, Coaches, Responsible Adults and Administrators. Also if it proves necessary the CWO would be involved in any recruitment to find a replacement CWO or Deputy CWO. A generic job description exists for each of those roles and will be tailored to the specific needs of each vacancy.

All adults holding any of the roles set out above are required to undergo CRB checking. All coaches are required to undergo appropriate training and to attain the appropriate qualifications.

The Junior Section's requirements for people to fulfil these roles will be identified in advance and each role will be advertised within the Junior Section and the Club. It is our intention to fill vacancies principally from these internal sources and we see that as an important safeguard in terms of child welfare. Only if we are unable to fill a vacancy internally would we look externally.

Applicants for each vacancy will be asked to submit an application form confirming that they understand the requirements of the role and the various policies/codes of conduct of the Junior Section as they apply to that role. The application form will also contain the names of two suitable referees.

It shall be at the discretion of the CWO in each case whether references are taken up in connection with each applicant. Where the person is applying for a position as a Responsible Adult or Administrator is a parent of a junior player and/or has been known to members of the Club and Junior Section for many years it may, for example, be considered unnecessary to take up formal references.

Changing policy

Children should, where possible, arrive and leave from matches and training sessions in appropriate clothing so that they do not need to use the Club's changing facilities.

If children are playing for adult teams the parents/carers will be notified in advance by the Captain of the relevant team and their consent obtained to their child/children sharing facilities with the adult players.

Adults should not shower at the same time as any children using the facilities.

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Adults should endeavour to change at separate times or in separate areas of the Club's changing room facilities to children during matches.

When children are present mobile phones must be switched off in the changing rooms.

Helmet Policy

Without exception helmets with a faceguard or grille must be worn by junior players when batting against a hard ball or when standing up to keep wicket with a hard ball.

Coaches and responsible adults should encourage junior players to see a helmet as a normal item of protective equipment when batting or keeping wicket along with gloves, pads and for boys an abdominal protector.



Anti-Bullying Policy

Bullying of any kind is unacceptable within the Junior Section and will not be tolerated.

The Junior Section has a culture of TELLING; anyone who knows or believes that bullying is happening (to them or to someone else) should immediately tell someone who is in a position to help.

All of the adults who help to run the Junior Section know that bullying is something that we take very seriously and will treat individual concerns seriously.

The Child Welfare Officer is probably the best person to talk to about this sort of problem. Any adult to whom bullying is mentioned will make sure that the Child Welfare Officer is aware of the issue and involved its resolution.

What is bullying?

Put very simply, bullying is behaviour that results in pain and/or distress for the person who feels that they are being bullied. Bullying can be emotional, verbal or physical; exclusion, name-calling, teasing and the use of violence are all examples of bullying. The person responsible (the bully) may or may not understand the consequences of their behaviour.

Our promise on bullying

The Junior Section will act promptly and effectively when bullying in any form is brought to our attention. The primary objective will be to investigate the matter quickly and to stop any bullying without delay.

The following principles will guide our approach:

- provided that the person raising the issue has done so in good faith, we will ensure that s/he is supported and their position is protected as far as possible;
- we will attempt to deal with the matter with the least possible adverse impact on all parties;
- we will involve parents/carers in the matter wherever this is appropriate; and
- where appropriate we will attempt to help a bully to understand the impact of his/her behaviour.

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Bullying may result in a disciplinary matter. In the most serious cases incidents will be reported to the ECB through the County Welfare Officer. The Club may even consult the police. Where an adult is found to have been bullying a child the matter has to be reported to the ECB who will advise on action to be taken.



Photography/Video Policy

The Junior Section is keen to promote positive images of children playing cricket and does not want to prevent the use of photographic or videoing equipment. It understands that many parents want to photograph or video their children and their team mates engaged in cricket. However, it recognises that there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.

The Junior Section, therefore, adheres to the following policy:

Permission for photographs/images will be requested in the Junior Player Profile Form which will be completed during annual registration or on the junior player becoming a member of the Junior Section. Coaches will be made aware of any parents/legal guardians who have not given permission.

Photographs/images should not be taken at matches or training without the prior permission of the parents/carers of the children who are the subject of any image. This permission can be given by proxy by the coach of each team only after relevant parental consent for this has been granted.

The children should, where possible, be informed that a person will be taking photographs and encouraged to report any concerns that they may have about images being taken to the relevant coach or match manager or to the Junior Section Manager or the Child Welfare Officer as appropriate.

Any concerns regarding apparently inappropriate or intrusive photography should always be reported to the Child Welfare Officer and recorded in the same manner as any other child protection concern.

If a photograph is published on the Junior Section website or elsewhere by the Club the child/children will not be named.

Images of children in appropriate cricket kit or other clothing only will be used, to reduce the risk of inappropriate use, and to provide positive images of the children.

If coaches use video equipment as a legitimate coaching aid, players and parents/carers will be made aware of this and children will only take part if the relevant signed consent has been given in the Player Profile Form.

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Transport policy

Parents/carers are responsible for the safe delivery and collection of their child/children for matches and training. It is not the responsibility of the Coach, match manager or any other responsible adult acting on behalf of the Junior Section to transport, or arrange to transport players to and from the Club or matches or training.

If parents/carers choose to request another party to be responsible for the delivery and/or collection of a child to a match or training, this shall be a private arrangement and the parent/carer should ensure that the vehicle being used is safe, with suitable seat belts etc, adequately insured and not overcrowded.

The Junior Section will provide parents/carers with as much notice as possible of training, fixtures or competitions to enable parents/carers to make appropriate arrangements. If parents/carers have any difficulties in providing transport we would not wish such difficulties to prevent a junior player from playing cricket. Please raise any such concerns with the relevant coach or the Junior Section Manager.

Emergency contacts whilst away from the Club

The relevant coach or team administrator will communicate to parents/carers all details of away matches or training sessions away from the club, including dates, times, meeting points, kit/equipment requirements and any arrangements for food or drinks.

The coaches will always carry a written copy of the relevant emergency contact details and any medical information for each junior player that is with them during any trips away from the Club.

In addition the coach should ensure that he has nominated a "Home Contact" – basically a responsible adult whom the coach can contact if required in an emergency situation. The Home Contact should, of course, hold the emergency contact details and medical information for the players on the trip.



Missing child policy

If a child goes missing during a game or training session the child's parent/carer (or the relevant designated adult) will be informed and should normally take responsibility for the situation. Notwithstanding the presence of a parent/carer or designated adult, there may be circumstances in which the coach deems it appropriate to take control of the situation. There may also be circumstances in which there is no parent/carer or designated adult present.

In such circumstances the coach should ensure that.

- If a parent/carer is not present, they should be telephoned and advised of the situation. Obviously they should be reassured that all that can be done is being done to locate the child.
- Other children in the area are looked after appropriately while a search is organised by the coach.
- All available responsible adults should search relevant areas including the area in which the child has gone missing, changing rooms, toilets, public and private areas and the club grounds. All searchers should report back to a nominated person at a specific point. That person should remain at the specific reference point and make a note of events.
- A nominated person reports to the police no later than 20 minutes after the child's disappearance, even if the search is continuing. That person should give the police a description of the child, details of the clothing the child was wearing and where / when the child was last seen. Any police guidance should, of course, be followed.
- At any stage, if the child is located, all adults involved should be informed including the parents, searchers and police if they are by then involved.
- An Incident Report Form should be completed after the event.

All missing child incidents must be notified at the earliest opportunity to the Child Welfare Officer who will in appropriate circumstances notify the County Welfare Officer who may in turn notify the ECB Child Protection Team.



Guidelines for Dealing with an Accident

The person who observes or receives a report of an injury to a player should:

- stay calm, but act swiftly and observe the situation;
- assess the nature of any injury and the likelihood of further injuries;
- listen carefully to what the injured person is saying;
- alert the first aider, whenever possible, who should take appropriate action for minor injuries;
- if in any doubt about the seriousness of the injury, straight away call, or ask someone else, to call the emergency services on 999;
- not move the person if in any doubt about the seriousness of the injury(ies) and wait for the ambulance to arrive;
- deal with the remainder of the team/group and ensure that they are adequately supervised;
- contact the injured person's parent or guardian; and
- ensure the completion of an accident report form (available from the Child Welfare Officer).