

Southwick Cricket Club



Safeguarding Policies March 2021

www.southwickcc.co.uk



Safeguarding Policy Statement

Southwick Cricket Club (“Club”) is committed to ensuring all Children (i.e. all persons under the age of 18) participating in cricket have a safe and positive experience.

We will do this by:

<ul style="list-style-type: none"> • Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment • Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children • Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this • Appointing a Club Safeguarding Officer and ensuring they attend all current and future training modules required by the ECB, • Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them • Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation • Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club 	<ul style="list-style-type: none"> • Ensuring the name and contact details of the Club Safeguarding Officer is available: <ul style="list-style-type: none"> - As the first point of contact for parents, children and volunteers/staff within the club - As a local source of procedural advice for the club, its committee and members - As the main point of contact within the club for the ECB County Safeguarding Officer and the ECB Safeguarding Team, and - As the main point of contact within the club for relevant external agencies in connection with child safeguarding • Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns. • Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Safeguarding Officer * • Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately • Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Safeguarding Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures
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Policy A Anti-Bullying Policy

<p>Statement of intent</p> <p>Southwick Cricket Club (“Club”) is 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.</p> <p>Bullying of any kind is unacceptable at our club. If bullying does occur, all children and members should be able to tell, and know, incidents will be dealt with promptly and effectively. We are a TELLING club.</p> <p>This means anyone who knows bullying is happening is expected to tell someone who can do something about it.</p> <p>What is bullying?</p> <p>Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.</p> <p>Bullying can take many forms:</p> <ul style="list-style-type: none"> • Emotional: being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures) • Physical: pushing, kicking, hitting, punching or any use of violence • Racist: racial taunts, graffiti and/or 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 and teasing • Cyber: bullying behaviour online or via electronic communication (email and text, social media etc.) Misuse of associated technology, such as camera and video facilities 	<p>Why is it important to respond to bullying?</p> <p>Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children and adults who are bullying also need to learn different ways of behaving.</p> <p>Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.</p> <p>Objectives of this policy</p> <ul style="list-style-type: none"> • All adults and children at the club should have an understanding of what bullying is • All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported • All children, parents and members 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, members and parents should be assured they will be supported when bullying is reported • BULLYING WILL NOT BE TOLERATED
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Policy A **Anti-Bullying Policy continued**

<p>Signs and symptoms</p> <p>A child or adult may indicate, by signs or behaviour, that he or she is being bullied. People should be aware of signs and investigate if a child or adult:</p> <ul style="list-style-type: none"> • 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 which are damaged or go missing • Asks for money or starts stealing money (to pay the bully) • Has unexplained cuts or bruises • Is frightened to say what's wrong • Gives improbable excuses for any of the above <p>In more extreme cases, the child or adult:</p> <ul style="list-style-type: none"> • Starts stammering • Cries themselves to sleep at night or has nightmares • Becomes aggressive, disruptive or unreasonable • Is bullying other children or siblings • Stops eating • Attempts or threatens suicide or runs away <p>These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.</p>	<p>Procedures</p> <ul style="list-style-type: none"> • Report bullying incidents to the Club Safeguarding Officer • In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Safeguarding Officer • If applicable, parents should be informed and invited to a meeting to discuss the problem • If necessary, and appropriate, police will be consulted • The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly • An attempt will be made to help the bully (bullies) change their behaviour <p>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.</p> <p>Prevention</p> <p>We will use ECB recommended methods to help children prevent bullying. These may include:</p> <ul style="list-style-type: none"> • Developing a children's code of conduct (see guidance in the ECB's 'Safe hands' documentation) • Having discussions about bullying and why it matters
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Policy B Changing and Showering Facilities Policy

<p>Statement of intent</p> <p>All ECB affiliated cricket clubs must have a Changing Policy.</p> <p>This will depend upon facilities available, access to those facilities and the number of children involved.</p> <p>The following details Southwick Cricket Club's ("Club") Changing Rooms and Showering Facilities Policy.</p> <p>These guidelines apply to adults, and children, sharing changing facilities. This policy has been identified and developed within the ECB framework as best suiting the changing arrangements available and the number of children involved at the Club.</p> <ul style="list-style-type: none">• Adults must not shower, at the same time using the same facility as children• Adults should try to change at separate times to children during matches, for example when children are padding up	<ul style="list-style-type: none">• If adults and children need to share a changing facility, the club must have consent from parents that their child(ren) can share a changing room with adults in the club• If children play for Open Age teams, they, and their parents, must be informed of the club's policy on changing arrangements• Mobile phones must not be used in the Changing Rooms <p>If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Suggest instead that they may change and shower at home.</p>
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Policy C Managing Children on Excursions and Tournaments Policy

Southwick Cricket Club (“Club”) takes its responsibilities with the children in its charge very seriously. The Club plays in occasional tournaments and arranges excursions for children, primarily to the County Ground in Hove for various Sussex matches.

<p>A Team Manager/Tour Leader will be appointed with clear roles and responsibilities including:</p> <p>Establish and communicate the following information to parent(s):</p> <ul style="list-style-type: none"> • Why the trip is planned and what is its reason or purpose • When the trip will take place – date, time of departure and estimated time of return • Where the trip is to, including the destination and venue • Where the meeting points will be, at home and at the away venue • Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip • Kit and equipment requirements • Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs • Name and contact number of the person acting as the ‘Club Home Contact’ • Arrangements for food and drink. 	<p>Being possession of a written copy of relevant emergency contact details and any medical information for all children taking part</p> <p>Ensuring that there is a ‘Club Home Contact’ – usually the Club Safeguarding Officer - who will act as a contact point in an emergency and who will hold the following information:</p> <ul style="list-style-type: none"> • Names of players and staff on the trip • Emergency contact names and phone numbers for each of the above • Details of any medical or physical needs these persons may have • Contact numbers for staff which can be used while the staff are on the trip <p>In conjunction with the Club Safeguarding Officer, the Team Manager/Tour Leader will, if practicable, visit facilities and venues before the trip, to enable an effective risk assessment to be made.</p> <p><i>The Club does not arrange tours at present but it hopes to in the future and this Policy will be expanded to accommodate those needs when appropriate.</i></p>
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Policy D **Colts Selection Policy**

Children can play for older and younger age groups, as well as their own and the Club does exhibit some flexibility on selection, the overriding aim is to get as many children actively playing cricket as possible.

We do not select the strongest team available for outdoor league cricket but the children themselves like the team to be competitive (i.e. they don't seem to mind losing as long as they are not thrashed) but it's also important that they win a proportion of games to maintain enthusiasm. We do therefore try to select a core of 5 or 6 children in each team to try and achieve that. Then we select 2 or 3 children on a range of factors, not necessarily directly cricket related, such as: they turn up to training, their parents will help drive to away matches etc. Finally, we select the last 2 or 3 on the basis of how able (or not) the middle set are.

Indoor League Cricket matches are 6-a-side and, in our experience, very competitive. Consequently, in this case we have found it necessary to pick the strongest teams available to be able to compete.

No child is ever 'dropped'. If they play one week and not the next it is for 'squad rotation' reasons.

We are not just trying to discover the next Ben Stokes but also future club Treasurers and Sunday 2nd XI players who'll drive to away fixtures – i.e. we want them all to **develop a love for cricket.**

The Club will do its best to ensure that all the children get an opportunity to play games.

We are also mindful that a number of the children are very promising cricketers' and we will be trying to encourage excellence as well by allowing them to 'play up' a year, or even two and/or receiving additional coaching.

Fairness towards the opposition is also important. We will be encouraging the children to observe the etiquette of cricket by clapping batsmen in, respecting umpiring decisions and being gracious both in victory and defeat. We would also ask parents to applaud good instances of batting bowling or fielding by the opposition – after all, **they are only children as well!**

If you have any **concerns about selection** (or any other matter other than child welfare) please talk to **Steve Carden** stevecarden53@gmail.com or Dan Findlay thefindlays@hotmail.co.uk in the first instance, rather than the Team coaches or managers, as parent/carer liaison is one of their many roles.

We hope everyone kids, parents, grand-parents, friends and family will all develop a love of cricket.



Policy E **Missing Child Policy**

Southwick Cricket Club (“Club”) takes its responsibilities with the children in its charge very seriously. However, should a child be unaccounted for, this policy will be followed.

<p>The Team Manager/Tour Leader will:</p> <ul style="list-style-type: none">• Ensure other children in their care are looked after appropriately whilst they organise a search for the child concerned• Request all those searching to report back to a nominated adult at a specific contact point• Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully• Send searchers immediately to any exits to the venue to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.• Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club’s grounds• Inform the child’s parents/carers, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important. Inform them of where the contact point is and who the nominated adult is.	<ul style="list-style-type: none">• The nominated adult will remain at the contact point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police• A report should go to the police no later than 20 minutes after the child’s disappearance is noted, even if the search is not complete• If the police recommend further action before they get involved, follow their guidance• If the police act upon the concern, always be guided by them in any further actions to take.• At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if, by then, they are involved <p>All missing child incidents reported to the Police MUST ALSO BE notified at the very earliest opportunity to the Club Safeguarding Officer, who must immediately notify the County Safeguarding Officer, and they must then notify the ECB Safeguarding Team</p>
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Policy F Junior Players in Adult Cricket Policy

Southwick Cricket Club (“Club”) believes that making the step up from junior to adult (or ‘open age’) cricket is a significant event in any player’s cricket experience. This policy is aimed to ensure that the player’s safety, personal development needs and overall cricket experience are considered in this process. **The Club should provide an opportunity for players to show their talents in an appropriate way** but it also has a duty of care that should be interpreted in two ways:

- Not to 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
- Not to 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

<p>Club Officials must:</p> <ul style="list-style-type: none"> • take into account the requirements on age detailed in this policy. • be cognisant of the fact that children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side • determine each case on an individual basis, depending on the player’s ability and stage of cognitive and emotional maturity to take part at this level - however, the minimum age guidance provided below must be adhered to. <p>Captains must:</p> <ul style="list-style-type: none"> • ensure that juniors are involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, • remember that, children’s early experiences will remain with them always • provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game 	<ul style="list-style-type: none"> • 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) and ensure plenty of praise and encouragement <p><i>The captain must inform the Umpires of under 18s in the side.</i></p> <p>Restrictions ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket. Captains should contact the Safeguarding Officer if in any doubt about what restrictions these impose.</p> <p>Minimum age <i>The Safeguarding Officer will need to authorise any U18 player playing open age cricket and have parental consent.</i></p> <p>U12 (Yr 7) players are only eligible to play adult cricket if they have been selected in a County U12 squad.</p> <p>U13s (Yr 8) and above may play in adult cricket.</p>
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Policy G Photography and Video Camera Policy

Southwick Cricket Club (“Club”) wishes to ensure that photography and video footage taken within cricket is done so appropriately.

The Club believes that parents and carers should not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child’s life. The introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in a club.

The Club is keen to promote positive images of children playing cricket and is **generally** not preventing the use of photographic or videoing equipment.

However, please remember that photographs are considered ‘personal data’ in terms of the Data Protection Act and, depending upon the circumstance, consent from either the child, adult, or both should be sought before capturing, sharing or publishing images where a child can be identified.

Consent must have been received from parents and carers before any images of children are posted on the Club’s website.

Some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. The Club asks that parents and carers be vigilant about this. These individuals could attend the local cricket club allowing people to presume they are related to a child involved.

Any concerns during an event should be reported to a club official immediately.

It is also possible that if a picture and name was placed in the local paper, the club website etc., the information could be used inappropriately.

For this reason the Club will abide by ECB guidance that a child’s picture and name should not appear together.

There may be other reasons why individuals may not wish their child’s photograph to be taken by someone they do not know personally, for example estranged parents looking to gain access to a child, or families that have fled abusive situations.

Parents and carers are offered the opportunity to withhold consent for photographs / filming of their child when they register annually with the Club.



Policy G Photography and Video Camera Policy continued

Policy in practice	Publication
<p>Team Managers will be informed of all children whose parents or carers have not consented that photographs/images may be taken of them.</p> <p>All children will be informed:</p> <ul style="list-style-type: none">• when a Club sanctioned person will be taking photographs• that if they have concerns they can report these to the coach or team manager <p>Parents and Carers should report any concerns regarding inappropriate, or intrusive, photography to the Club Safeguarding Officer any such report will be recorded in the same manner as any other child protection or safeguarding concern.</p> <p>Using video as a coaching aid:</p> <p>The Club believes that coaches using video equipment as a legitimate and beneficial coaching aid.</p> <p>Players and parents/carers should be aware that this is part of the coaching programme, and material taken in connection with coaching, will be stored securely and deleted or destroyed when a parent requests this, or when the material is no longer needed.</p>	<p>Before using any images of children (for example on the web, in the media or in league handbooks), a Club official will, wherever reasonably possible,:</p> <ul style="list-style-type: none">• if the cricketer is named, avoid using their photograph• if a photograph is used, avoid naming 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 Safeguarding Officer



Policy H Transport To and From Matches and Training Policy

Southwick Cricket Club's ("Club") policy on transporting children to and from Matches and Training follows the ECB guidance that **it is the responsibility of parents/carers to safely deliver and collect their children for matches or training.**

Parents and Carers are welcome to use the Club's Teamer, Facebook or Twitter pages to help arrange car shares but the Club takes no responsibility for such arrangements. Links to all these social media sites can be found on the Club's website www.southwickcc.org

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.



Policy I Use of Social Media, Texts and E-mail Policy

Southwick Cricket Club (“Club”) believes that, when used properly, electronic forms of communication open up a lot of exciting opportunities but there are risks and dangers too. By following some simple guidelines potential pitfalls can be avoided, and Social Media can be safely used as a promotional tool and a means of communication for the club.

<p>Club Officials:</p> <p>All contact with players should be through the Club’s official media not through personal accounts and should relate strictly to training, coaching, matches and cricket related activity.</p> <p>Must ensure that nothing they post could cause personal distress or be seen as inappropriate for children.</p> <p>All Club Members</p> <p>If you wouldn’t put it on the club notice board, it doesn’t belong on the club’s social media pages.</p> <p>You must have the Club’s consent before posting any personal information online – this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18s</p>	<p>Club Members must</p> <ul style="list-style-type: none">• NOT send text messages to U18s – make arrangements via their parents.• NOT send private messages to U18s via social media.• NOT invite or accept U18s to become “friends”.• NOT send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way. <p>If you suspect that someone is using social media in an unsafe or inappropriate manner, report their behaviour to the Club Safeguarding Officer, the County Safeguarding Officer, or the ECB Safeguarding team – email safeguarding@ecb.co.uk</p> <p>If you believe that an offence has been committed, or that someone’s use of social media is placing a child at risk of harm, inform the police immediately.</p>
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Policy J **Whistle Blowing Policy**

Southwick Cricket Club (“Club”) is committed to maintaining a culture where it is safe, and acceptable, for all those involved in cricket to raise concerns about unacceptable practice and misconduct.

You may be the first to recognise something is wrong but you may not feel able to express your concerns out of a belief that this would be disloyal to colleagues, or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child or adult continuing to be unnecessarily at risk.

Remember, it is often the most vulnerable children or adults who are targeted. These children or adults need someone like you to safeguard their welfare. **Those involved in the Club must acknowledge their individual responsibilities to bring matters of concern to the attention of the relevant people and/or agencies.** Although this can be difficult, it is particularly important where the welfare of children may be at risk.

The Club assures all Members and Guests that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent. The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

Reasons for whistle blowing	What happens next?
<p>Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:</p> <ul style="list-style-type: none"> • To prevent the problem worsening or widening • To protect or reduce risk to others • To prevent becoming implicated yourself <p>What stops people from whistle blowing?</p> <ul style="list-style-type: none"> • Starting a chain of events which spirals • Disrupting work or training • Fear of getting it wrong • Fear of repercussions or damaging careers • Fear of not being believed 	<ul style="list-style-type: none"> • You should be given information on the nature and progress of any enquiries • All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable • The Club Safeguarding Officer, County Safeguarding Officer and the ECB have a responsibility to protect you from harassment or victimisation • No action will be taken against you if the concern proves to be unfounded and was raised in good faith • Malicious allegations may be considered a



	disciplinary offence
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Policy J **Whistle Blowing Policy continued**

<p>Safeguarding Whistle Blowing Procedures</p> <p>Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:</p> <ul style="list-style-type: none"> • Name address and telephone number • Names of individuals involved • The manner of the alleged incident/s or circumstances • Whether they will submit any evidence (if applicable) • How they became aware of the nature of the allegation • You should not attempt to deal with any allegation or suspicion yourself, rather inform the Club Safeguarding Officer or the County Safeguarding Officer or the ECB Safeguarding Team. <p>Specifically do not:</p> <ul style="list-style-type: none"> • Inform the person about whom the concern was raised • Inform any other members, participants or employees • Commence your own investigation • Annotate or remove evidence • Delay in reporting the suspicion 	<p>Also do not assume:</p> <ul style="list-style-type: none"> • “All is well, otherwise it would have been spotted earlier” • “It doesn’t matter” or “no harm will arise” • “Ignore it as it is not my responsibility” • "Someone else must have reported it already" <p>Who do I tell?</p> <p>The first person you should report your suspicion or allegation to is the Club Safeguarding Officer. If for any reason you cannot, or do not wish to report the matter to the Club Safeguarding Officer, you should refer to the County Safeguarding Officer. If you cannot, or do not wish to, report the information to either of these, then please contact the ECB Safeguarding Team by email on safeguarding@ecb.co.uk or telephone 020 7432 1200.</p> <p>Alternatively you can also contact Public Concern at Work on 020 7404 6609 or whistle@pcaw.org.uk</p> <p>Feedback</p> <p>The amount of feedback relating to the issue will vary depending on the nature and result of the investigations. However, where possible, those who have raised concerns will be kept informed of the progress and conclusion of investigations, although generally they may not be informed of the detail.</p>
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Policy K Code of Conduct for Cricket Club Members and Guests

Members and guests include all members and officers of Southwick Cricket Club (“Club”) and all guests of those members and officers, as well as all individuals who watch/attend/participate/officiate in matches hosted by the club in whatever capacity.

<p>All Members and Guests of the Club will:</p> <ul style="list-style-type: none">• Respect the rights, dignity and worth of every person within the context of cricket• Treat everyone with respect and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief• Not condone, or allow to go unchallenged, any form of discrimination if witnessed• Display high standards of behaviour• Promote the positive aspects of cricket, for example fair play• Encourage all participants to learn the Laws and rules and play within them, always respecting the decisions of match officials• Actively discourage unfair play, rule violations and arguing with match officials• Recognise good performance not just match results• Place the well-being and safety of children above the development of performance	<ul style="list-style-type: none">• Ensure activities are appropriate for the age, maturity, experience and ability of the individual• Respect everyone’s opinions, including children’s, when making decisions about their participation in cricket• Not smoke, drink or use banned substances while working with children in the Club• Not provide children with alcohol when they are under the care of the Club• Follow the ECB and the Club’s policies for “Safeguarding Children” and any other relevant guidelines issued• Report any concerns in relation to a child or an adult to the Club Safeguarding Officer (see below) or in accordance with any procedures laid down by the ECB
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Policy L **Code of Conduct for Children**

Southwick Cricket Club (“Club”) actively encourages empowering children to think for themselves and to create rules for themselves. These rules are usually far more greatly respected, and often stricter, than those that adults responsible for supervising the groups might impose.

Children can feel empowered by the ability to voice their own opinion about what they feel is acceptable behaviour. Coaches, junior team managers and the Club Safeguarding Officer will be facilitators for this additional code of conduct.

The Club Safeguarding Officer will work with coaches, junior team managers, and children (from a wide cross section of age and experience) during 2016 to design something everyone signs up to.

Possible topics to discuss with the children are:

- Why do they come to the club and what do they want to get from attending – for example, to have fun, to learn how to play, to take part in matches, to be with their friends, to keep fit?
- How do they want to treat, and be treated, by adults – for example, officials, adult members of the club and spectators?
- How do they want to treat, and be treated, by other children at the club?
- How do they want to be able to raise any concerns they have?
- What rules, or limits, do they think there should be?
- How do they think any breaches of the code of conduct should be dealt?



Policy M Data Protection Policy

Introduction

Personal data is vital to Southwick Cricket Club (SCC) to enable the club to effectively manage its relationship with volunteers, players and members. We recognise that it is important to respect their privacy and to keep information safe.

SCC will hold your personal information electronically for the following purposes:

- To maintain SCC records
- To administer and enforce the SCC rules and codes of conduct
- To contact you on club cricket and other cricket related matters
- To include basic contact information on Play-Cricket / our own website / League websites

We may, from time to time, disclose relevant information relating to your role within the club to other cricketing bodies including District & County Boards, County Clubs and Leagues.

In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

Further information about how we look after your information and your rights in respect of that information is available from the Club Secretary. You are entitled to a copy of the information held about you details of how to do this will be provided on request.

What information do we keep about club members?

The information you supplied when registering, paying your annual subscription fee, making any gift aid donation or Mega Draw application on "Teamer". All Teamer Data is collated into a separate, password protected, club database for use by the committee as required. For members that we have to reimburse regularly (e.g. for supply of Teas) we also hold bank sort-code and account numbers on the club database.

What information do we NOT keep about club members?

When you make payments to the Club via Teamer/Stripe (other than the amount you have paid and when) we do NOT hold any of your financial information. [Teamer](#) and [Stripe](#) have their own data protection policies available on their websites.



Who has access to the data?

- Adult Data - Team captains (via Teamer)
- U18s Data - Colt managers (via Teamer)
- All Data - Committee members (as required for the performance of their duties) via Teamer and club database.

How long is this information retained?

The data held will be reviewed during the month following the end of each season and whenever membership is notified as terminated by either party. Data will be deleted within one month of notification of termination of membership.

How is the data kept secure?

All members have to logon to Teamer with an individual username and password. The Treasurer controls who has access to information on Teamer via rights under the “Groups” feature.

The club database is password protected and only available to committee members that need to access it for the proper performance of their duties.

Captains / Colt managers are reminded periodically to keep details secure.

Notification to Information Commissioners Office (ICO)

As SCC is a not-for-profit organisation – it is not registered with the ICO.