

# ECPA- Welfare Policies



Along with the England and Wales Cricket Board (ECB), Elite Cricket Performance (ECPA) recognises the responsibility it has to protect the welfare of children. Accordingly, it subscribes to the ECB's "Safe Hands" policy: <https://www.ecb.co.uk/safeguarding/policy-and-procedures>

Section A of this document describes the welfare policies employed at ECPA. All coaches, helpers and parents / guardians should be familiar with these. Section B contains details of how to report welfare related concern.

Any questions in relation to either section should be directed to the Welfare Officer whose details are in Section B of this document.

This pack will be reviewed and updated from time to time. Parents /guardian and children can access the latest version from the colts section of the Wycombe House public website.

## Section A – Policies

### 1 Safeguarding Children

ECPA is committed to ensuring all Children participating in cricket have a safe and positive experience. The word "Children" should be taken to mean all persons under the age of 18.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment;
- Ensuring individuals working within cricket at, or for, our provide a safe, positive and fun cricketing 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 an Welfare Officer and ensuring they attend all current and future training modules required by the ECB, so they have the necessary skills to undertake their role effectively;
- Ensuring all people who work in cricket at, or for, our (such as staff, officials, volunteers, team managers, coaches and so on) understand the "Safe Hands Policy" applies to them according to their level of contact with children in cricket;
- Ensuring all individuals working within cricket at, or for, the are recruited and appointed in accordance with ECB guidelines and relevant legislation;

- Ensuring all individuals working within cricket at, or for, the 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 ECPA;
- Ensuring the name and contact details of the welfare officer is available:
  - As the first point of contact for parents, children and volunteers/staff within the ;
  - As a local source of procedural advice for the , its committee and members;
  - As the main point of contact within the academy for the ECB County Welfare Officer and the ECB Child Protection Team; and
  - As the main point of contact within the for relevant external agencies in connection with child safeguarding;
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns. Such procedures should recognise the responsibility of the statutory agencies and be in accordance with pre defined child safeguarding procedures as set down by the ECB, Statutory Agencies and Local Safeguarding Children Board (LSCB) guidelines and policies;
- Providing everyone connected with the (including parents, children and volunteers) with the opportunity to voice any concerns they have (about possible suspected child abuse, and/or about poor practice) to the Academy Welfare Officer;
- Ensuring all suspicious concerns and allegations are taken seriously and dealt with swiftly and appropriately; and
- Ensuring access to confidential information relating to child safeguarding matters is restricted to the Academy Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures.

## 2 Code of Conduct for ECPA Members and Guests

ECPA Members and Guests (including players, parents / guardians and spectators) should:

- Respect the rights, dignity and worth of every person within the context of cricket.
- Treat everyone equally 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.
- Ensure activities are appropriate for the age, maturity, experience and ability of the individual.
- Respect children’s opinions when making decisions about their participation in cricket.
- Not smoke, drink or use banned substances while working with children in the academy.
- Not provide children with alcohol when they are under the care of the academy.
- Follow ECB guidelines set out in the “Safe Hands – Cricket’s Policy for Safeguarding Children” and any other relevant guidelines issued.
- Report any concerns in relation to a child, following reporting procedures laid down by the ECB (see Section B).
- Members and guests include all members and officers of the cricket academy and all guests of those members and officers, as well as all individuals who watch/attend/participate/officiate in matches hosted by the academy in whatever capacity.

### 3 Code of Conduct for players apart of ECPA

All players (U18) at Elite Cricket Performance are expected to abide by the following code of conduct.

#### General

- Respect fellow players and teammates, the coaching team and everyone you meet in the course of training or matches.
- Behave in a responsible, sensible manner.
- Always show a sporting attitude.
- Respect property (including equipment) and the property of others.
- Ensure fees are paid on time.
- Never smoke or consume alcohol on academy premises or whilst representing the .

#### Training and Matches

- Turn up on time – and advise the coach/staff if you are going to be late.
- Ask parents to respond to match availability emails / texts promptly so that managers do not have to chase responses unnecessarily.
- Always give 100% effort; pay attention; be honest with yourself; and strive to develop your game.
- Listen and act on the instruction of your coach/staff and captain.
- Always play within the rules and respect officials and their decisions.
- Make decisions in the best interests of the team, rather than for yourself or any individual.
- Always be supportive of and respectful to your team mates – encouraging them even when they make mistakes.

- Always be gracious and respectful to the opposition – acknowledging good play and avoiding being critical of their mistakes.
- Take an active interest in the game when your teammates are batting.
- Be prepared to help the coaching team with “chores” – such as carrying kit or collecting boundary markers.
- Do not wear spikes in the nets

#### Kit and Protection

- Remember to bring the kit with you that you will need. For matches this should include a white top, white trousers and white trainers (or spikes for grass play).
- Always wear an abdominal protector (box) and a helmet, as well as pads and gloves, when batting or wicket keeping to a hard ball.
- Wear appropriate sun protection when playing in sunny conditions.
- Bring sufficient drink (water) and re-hydrate regularly particularly in hot conditions.

## 4 Academy Officers and Volunteers

All academy officers and appointed volunteers will:

- Have been appropriately vetted (including DBS / CRB cleared), if required.
- Hold relevant qualifications and, for coaches/staff, be members of the ECB Coaches Association and hold appropriate insurance.
- Always work in an open environment (i.e. avoid private, or unobserved, situations and encourage an open environment).
- Inform players and parents of the requirements of cricket.
- Know and understand the ECB’s “Safe Hands – Cricket’s Policy for Safeguarding Children”.
- Develop an appropriate working relationship with young players, based on mutual trust and respect.
- Ensure physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player’s full consent and approval.
- Not engage in any form of sexually related contact with a young player. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines. These recommend “people in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care”.
- Attend appropriate training to keep up to date with their role, especially with respect to the safeguarding of children.

## 5 Transport, Pick Up and Drop Off

Parents / guardians are responsible for the safe transportation of their children to and from matches or training. Coaches/staff are advised not to transport children in their capacity as coach unless it is required to protect the welfare of the child (see below).

It is incumbent on the person currently responsible for a child to ensure that responsibility is transferred effectively during matches and training sessions. This means that parents / guardians are responsible for ensuring that the coach/staff members knows that their child has joined the group at the start of a match or training session; and coaches/staff are responsible for ensuring that the children rejoin their parents / guardians at the end.

Coaches/staff should gather the children at the end for the session / match de-brief, near the parents if possible, and, when appropriate, ask the children to rejoin their parents only if they can see them. Any children who can't spot their parents can then be assisted. The coach/staff should not leave until all children have been safely accounted for. Regardless, children should not be allowed to travel home alone unless they are U15 or over; or U12-U14 and their parent / guardian has completed the relevant form in Section C of this pack, granting permission for this.

In addition:

- Coaches/staff will maintain an attendance register.
- Children U8 and below - parents / guardians are expected to bring their child to the academy/away fixture for training or matches and remain with their child until the end of the session. If this is not possible, the parent/guardian must nominate a carer and inform the coach or manager of who is assuming responsibility for the child.
- Children aged U9-U11 - parents / guardians are expected to bring their child to the academy/away fixture for training or matches and remain with their child. If for some reason, the parent must leave the ground or away fixture, they must return in a timely fashion to pick up their child.
- Children aged U12-U14 - if parents / guardians would like their child to travel to and from the academy alone, they must sign provide written permission. This can either be on the registration form when registering or a separate form that can be found in Section C of this pack.
- Adolescents U15-U17 – are allowed to travel to and from the academy alone unless parents / guardians have requested otherwise when registering.
- Late pick-up - in the event that a child's parent is late for a pick-up, he/she will be retained at the academy in the presence of more than one adult, if possible. We ask that you advise the coach immediately if your travel plan is disrupted and you know you are going to be late. In the event that a child must be dropped by the coach/staff/another parent or guardian from an away fixture, he/she will be asked to sit in the rear of the vehicle and will be dropped at their home address.
- Responsibility – coaches/staff will be responsible for children during matches / training sessions once parents / guardians have handed them over as described above. Children are

the responsibility of their parent / guardian anywhere inside or outside of the academy house and its grounds (whether home or away) at all other times.

## 6 Use of Helmets

When playing with a hard ball, helmets complying with British Standard (BS7928:1998) must be worn when batting or wicket keeping.

## 7 Use of Box

When playing with a hard ball, a box (abdominal protector) must be worn by all boys/girls when batting or wicket keeping. For hygiene reasons, each child should use their own box. Parents / guardians should ensure that each child owns a box and takes it in their kit bag to training and matches.

The protection afforded by the box will be maximised if the child is also wearing suitable underwear. Boxer shorts are not suitable for boys in this respect as they do not retain the box appropriately. Parents / guardians should ensure that suitable underwear is worn.

## 8 Open Age Cricket

ECPA recognises that it has a duty of care towards all young players aged under 18 who are representing the academy.

This includes:

- Not placing a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the training/match and the relative skills of the player.
- Not creating 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.

It also extends to ensuring young players have a positive experience in open age cricket.

Based on the ECB guidelines, ECPA's policy for inclusion in open age cricket is:

- U12 – if they are at a U12 Regional or County standard and their inclusion is appropriate for their development
- U13 – if their inclusion is appropriate for their development
- U14 and above - allowed.

Parents / guardians must give their permission for players U12 / U13 to play in open age cricket on the designated form.

ECB fielding directives, bowling directives and use of helmets directives will also be complied with. To ensure that this is the case, Captains (and Vice Captains) must:

- be familiar with these directives;
- be aware of the age of their U18 players; and
- make the umpires aware of the age of their U18 players (including via the team card if required).

In addition, Captains and Vice Captains must be DBS (CRB) cleared; and parental consent using the template below must be obtained for any U13 (or below) player before playing in open age cricket.

## 9 Changing / Showering

Changing and shower policy is as follows:

- Adults must not change, or 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.
- If children play for adult teams, they cannot share changing facilities with adults unless they have consent from parents / guardians.
- Mixed gender teams must have access to separate male and female changing rooms.
- Mobile phones must not be used in changing rooms.
- If children are uncomfortable changing or showering at the academy, no pressure should be placed on them to do so. Instead they should change and shower at home.

## 10 Photography and Video

Parents are allowed to take pictures of, or film, their children. These are normal family practices and help mark milestones in a child's life. However, ECPA has introduced controls on the use of photographic equipment (cameras, and videos, including mobile phones) as part of general safeguarding good practice in the .

- Mobile phones are not permitted inside of changing or showering facilities at any time. If your child carries a mobile phone, please ensure they understand they must switch it off in the 'off-zone' areas.
- Permission to take images at matches or training has been requested as part of the registration process and consent will have been indicated by the parent/guardian.
- Please ensure that if your child has concerns, they can report these to the coach/staff or team manager.
- Concerns regarding inappropriate, or intrusive, photography should be reported to the Welfare Officer and recorded in the same manner as any other child protection concern.

ECPA adheres to the guidelines relating to publishing of images as detailed below:

- ECPA only uses images of children in a cricketing context in appropriate attire (playing kit when training or in competition; smartly dressed for awards presentations etc.), to reduce the risk of inappropriate use, and to provide positive images of the children.
- On occasion, such images may be published on the official website, or in collateral (for example flyers).
- Any request from a parent for an identifiable image of their child to be removed from the website or collateral will be complied with.
- Identifiable images of children will not appear alongside their name without the additional permission of their parent/guardian in relation to the specific image / context concerned.

- Images will not be sent to the local press (for example to accompany match reports) without the additional permission of their parent/guardian in relation to the specific image / article concerned.

## 11 Social Media

This policy sets out principles that will be employed in any social media communications associated with the academy. Social media groups could include Facebook or Twitter accounts – either formally administered by or run by members of the academy with a cricketing focus (and thereby informally associated with the academy).

Social media serves a useful purpose in the bona fide sharing of information amongst a broader cricketing community, and often involves light hearted banter amongst group members. However, it also recognises that, inevitably, some players sign up to these groups and so content and use needs to be appropriate for minors.

Each member of the social media group shall ensure that:

- there is no inappropriate behaviour including (but not limited to):
  - the bullying or harassment of others in any form;
  - defamation, racism, obscene or abusive language;
  - uploading of material which is libellous or is inappropriate for minors (such as material which is defamatory, obscene, illegal, shows nudity or violence);
  - glorification / encouragement of activities such as excessive drinking, smoking, taking drugs or violence / hate;
  - seeking online relationship with a child (less than 18 years of age) with the intention of meeting them in a sexual context (grooming);
  - seeking the contact details of a child (less than 18 years of age) without the prior consent of their parent / legal guardian;
  - putting a child's welfare at risk in any way (such as by posting / distributing their contact details, making their location known, revealing personal / confidential information about them or making them the subject of ridicule).
- It's members or cricket shall not be brought into disrepute.

For minor contraventions of these principles, the social group administrator will warn the transgressor on the first offence and remove / block them from the social media group on the second offence. More serious contraventions of these principles (and any contraventions that impact child welfare) must be reported immediately to the Welfare Officer. Cricket Secretary who will take the appropriate action. For serious offences this could involve escalating the incident to the Middlesex Welfare Officer and / or reporting the matter to the police and / or child welfare authorities.

Any offensive material will be removed promptly by the social group administrator and will be provided to the Welfare Officer for escalation purposes.

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## 12 Missing Children

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way.

If a child, for whom ECPA has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important.
- 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.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the academy's grounds.
- Request all those searching to report back to a nominated adult at a specific point.
- This nominated person should remain at this reference 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.
- All missing child incidents must be notified at the very earliest opportunity to the Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Child Protection Team.

## 13 Team Selection

ECPA players operate a "play to participate" selection policy at U12 and below. This is so that as many players as possible have the opportunity to have an active role in games over the course of the season, even though they might not be the best players.

For higher age group, when playing in competitive league or cup fixtures, a "pick to win" selection policy will operate – based on ability; and, for friendly fixtures, a "play to participate" policy will apply.

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Clearly, with more players than team places, not everyone can be selected for and have a key role in every game. Children should not be too disappointed and should continue to work on their game.

Coaches will endeavour to select teams at least 3 days before the match and will notify the parents of selected children by text, email or by speaking to them. If parents / guardians have not been notified 2 days prior to a match, they can assume that, on this occasion, their child has not been selected. There is no need for them to contact the coach to confirm this. There will be occasions when the coach cannot select a team this far in advance – but they will deal with this and make contact with the relevant parents.

## 14 Cricket Ethos – the Spirit of Cricket

*Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the captains.*

1. There are two Laws which place responsibility for the team's conduct firmly on the captain.
  - a. Responsibility of captains - the captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game as well as within the Laws.
  - b. Player's conduct - in the event of a player failing to comply with instructions by an umpire, or criticising by word or action the decision of an umpire, or showing dissent, or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain, and instruct the latter to take action.
2. Fair and unfair play - according to the Laws the umpires are the sole judges of fair and unfair play. The umpires may intervene at any time and it is the responsibility of the captain to take action where required.
3. The umpires are authorised to intervene in cases of:
  - a. Time wasting
  - b. Damaging the pitch
  - c. Dangerous or unfair bowling
  - d. Tampering with the ball
  - e. Any other action that they consider to be unfair
4. The Spirit of the Game involves RESPECT for:
  - a. Your opponents
  - b. Your own captain
  - c. The roles of the umpires
  - d. The game's traditional values
5. It is against the Spirit of the Game:
  - a. To dispute an umpire's decision by word, action or gesture
  - b. To direct abusive language towards an opponent or umpire

- c. To indulge in cheating or any sharp practice, for instance:
  - i. to appeal knowing that the batsman is not out
  - ii. to advance towards an umpire in an aggressive manner when appealing
  - iii. to seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side
- 6. Violence - There is no place for any act of violence on the field of play.
- 7. Players - Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution towards this.

