Somerset Cricket Foundation

Children and Young Peoples Safeguarding Policy

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Somerset Cricket Foundation (SCF) is committed to safeguarding and protecting Children and young people (CYP) and fully accepts its responsibility for the safety and welfare of all CYP who engage with the charity. Simple flowcharts on how to respond to a safeguarding concern and what constitutes abuse and neglect can be found in Appendices.

Introduction

This policy makes it clear that within Somerset Cricket Foundation, we all have a responsibility to safeguard children and young people and to protect them from harm. These procedures aim to raise awareness of how to safeguard and promote the welfare of children, young people.

Leaders within Somerset Cricket Foundation will:

- monitor the application of this policy to ensure it is working in practice
- arrange and mandate regular training for all employees, which is appropriate to their role and responsibility
- ensure lessons are learnt through their own regular evaluations and feedback from other agencies
- respond to any concerns promptly

Definitions

For the purposes of this policy a child or young person is defined as follows:

'Any person aged under 18 years of age'

Purpose

By following this policy and receiving appropriate training, people representing SCF will:

- be able to identify potential risks in their working environment and mitigate against those risks
- know the different risks which young people might be exposed to and the signs which might suggest a participant needs help and/or protection
- be able to respond appropriately to allegations, concerns and disclosures
- understand the roles and responsibilities of other professionals and their expected roles and actions to support a young person, so that if concerns around their professional conduct is questions what process should be undertaken to keep young people safe.

The welfare of CYP is of paramount importance and all CYP have a right to be protected from bullying and abuse regardless of their sex, race, disability, sexual orientation, religion, belief or age. Through the application of policy, procedures and best practice, the SCF promotes the safety, welfare and well-being of all CYP enabling them to participate in any SCF activity in an enjoyable, safe and inclusive environment. This equally applies to keeping safe and secure all those working with, and who are responsible for the activities involving CYP.

This policy and procedure should be read in conjunction with related SCF policies and procedures.

Scope

This policy is for use across the SCF and is to be observed by all those working and coming into contact with CYP, to ensure best practice in safeguarding is promoted and adhered to. All activities undertaken by the SCF are covered by this policy.

All trustees, employees, workers, consultants, agency employees and volunteers are made aware of the policy and procedures through induction and where appropriate their work with CYP is supported by a comprehensive on-going safeguarding training programme.

The SCF ensures that employees are appropriately appointed, trained and supported so that they are able to safeguard CYP. We do this through the following mechanisms:

Recruitment and Disclosure

As part of the SCF's recruitment and selection process, offers of work for positions which come into contact with CYP are subject to a satisfactory self-declaration and a Disclosure and Barring Service check (DBS) as set out by the Cricket Regulator. SCF carry out checks on all application forms, appropriate references, right to work in the UK checks and original qualifications to ensure compliance with recruitment best practice. All offers of work are subject to a satisfactory outcome to the rigorous screening process and until such time that all background checks are deemed as acceptable by the SCF, the person concerned is not permitted to commence work.

All trustees, employees, workers, consultants, agency employee and volunteers supporting DBS regulated activities are required to undergo regular DBS disclosure clearances, normally every three years or earlier if required.

Should any person's DBS reveal any cautions, convictions, community resolutions, warnings or final reprimands, SCF will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with CYP. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment is carried out to evaluate the information contained within the disclosure certificate. The person may also be required to attend a risk assessment meeting with the Managing Director, County Safeguarding Manager (CSM) and/or a member of the club's Safeguarding Team prior to a recruitment decision being made.

Further information can be found in the SCF's Recruitment Policy and Safer Recruitment Guidance available on the SCF's Breathe HR system.

All new trustees, employees, workers, consultants, agency employee and volunteers working with CYP at the SCF are required to complete a self-declaration on commencement of duties. When the SCF uses suppliers or agencies to undertake its work, they will be subject to rigorous vetting and safeguarding checks and required to adhere to the SCF's policy and procedures as set out in their contracts or service level agreements where relevant.

Induction and Training

During the induction process, trustees, employees and volunteers who work with or come into contact with CYP are required to complete the ECB's safeguarding training. Trustees, employees and volunteers will also receive a copy of the policy and procedures documents and are required to sign an acknowledgement that they have read and agree to abide by them.

Workers, consultants, agency employees and volunteers who have roles that work with or come into contact with CYP will undertake training as appropriate. They will also receive copies of the SCF's safeguarding policies and procedures and are expected to read and abide by them as set out in their agreements.

Refresher safeguarding training is provided every three years or earlier as required.

Roles and Responsibilities

SCF have a comprehensive safeguarding structure which ensures the safety and welfare of all CYP who interact with the SCF. For the purpose of this policy and procedure the Safeguarding Team consists of; Safeguarding Trustee, Managing Director, County Safeguarding Manager (CSM) All will adhere to CPA safeguarding requirements and regular monitoring and support from the Cricket Regulator

Safeguarding Trustee – to ensure the Board understand their responsibilities and to support the Managing Director and CSM in the strategic direction and implementation of safeguarding through the SCF.

Managing Director - to ensure SCF safeguarding is a key priority at Board level and is responsible for providing SCF- wide strategic leadership that assists the SCF to deliver the safeguarding strategy, vison, values, priorities, policies, promoting the welfare of vulnerable groups and communicating at heads of department level.

County Safeguarding Manager (CSM) – responsible for the operational direction and embedding of safeguarding across the SCF, clubs and leagues for Somerset. This post is also lead point of contact should safeguarding concerns arise with clubs and the Lead Disclosure Officer working closely with the Cricket Regulator and ECB.

Ongoing Awareness

Trustees, employees, workers, agency employees, consultants and volunteers are responsible for familiarising themselves with the SCF's policy and procedures, ensuring the safety and welfare of all CYP. All adults who work with CYP are expected and encouraged to promote best practice, create and support a safe and inclusive environment and to prevent harm occurring by remaining aware of what constitutes abuse and neglect.

Culture

A policy is only useful if it is applied consistently well. SCF is committed to developing a culture where all employees and volunteers are vigilant and work proactively to keep children and young people safe. All employees and volunteers will recognise the importance of their own behaviour and will speak out if they are concerned that someone else is behaving in a way which may put others at risk, even if they believe this action is non- intentional.

Employees and volunteers will refer all concerns to their line manager or CSM/ MD quickly and fully. Employees and volunteers will work in tandem with schools and other partners to keep children safe while working in their setting. As well as discussing concerns with their line manager, employees will be empowered to discuss concerns with appropriate leaders in the schools, colleges and other agencies where they are working. The SCF has a positive history of participation and collaboration with the Cricket Regulator and ECB and actively work with service users to shape and inform our practice and procedures.

Online World

Although the online world provides many benefits to CYP, there are also a number of potential associated risks, including:

• Inappropriate language or images.

• Online grooming.

• Cyberbullying; and

• Sexting

Further information about the online risks is contained in the SCF's Safeguarding Social Media Policy and Procedure which can be accessed on the SCF's intranet Breathe HR system.

Radicalisation and Extremism

Radicalisation and extremism of CYP is a form of psychological/emotional abuse. HM Government states that the aim of radicalisation is to attract people to a particular extremist ideology. In many cases it is with a view to inspiring a child to eventually become involved with harmful or terrorist activities. Radicalisation can take place through direct personal contact, or indirectly through social media. Extremism is defined as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. SCF aims to prevent radicalisation and extremism through training and educating CYP in activities undertaken with the SCF.

Bullying

Bullying is behaviour by an individual or group, usually repeated over time, that is intended to hurt another individual or group either physically or emotionally. SCF recognise this as a safeguarding issue and therefore will not tolerate this in any form including employees towards a young person or peer to peer bullying. SCF will therefore treat this in the same way it deals with all safeguarding issues through the Cricket Regulator reporting system and will deal with these instances in the same way as reports of abuse.

Use of Photography and Film

SCF employees will only take pictures of participants to be used for advertising and promotion. The images/ videos are for our use only and are not passed on to third parties. Pictures will only be taken with work mobiles and must not be stored on phones but must be uploaded within 24 hours to the SCF photo folder on the shared drive to ensure no inappropriate use. Access to this protected shared drive is by recognised SCF personnel only and photographs will be removed from staff phones as soon as reasonably possible. All parents are asked to inform SCF in writing if they have any objections and consent forms are used to capture this information.

Handling Disclosures and Avoiding Inappropriate Behaviour or Situations

To ensure Children and Young People have the most positive and safe experience when engaging with the SCF, all trustees, employees, workers, consultants, agency employees and volunteers should adhere to the following principles and action to ensure they role model positive behaviours and so reduce the risk of potential allegations, abuse and neglect occurring:

- listen carefully to CYP about their needs, wishes, ideas and concerns and take them seriously
- treat all CYP equally not showing favouritism
- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of the activity fun and enjoyable; promote fairness, confront and deal with bullying
- maintain a safe and appropriate distance with CYP and avoid unnecessary physical contact
- where any form of manual/physical support is required it should be provided openly and with the consent of the Children and Young People.
- if CYP have to be supervised in changing rooms always ensure coaches etc. work in pairs.
- request written consent from parents/ carers if the club are required to transport CYP using the club's Multi-Use Consent Form for any significant travel arrangements e.g. overnight stays.
- employees should maintain their qualifications and professional development
- a qualified first aider is in attendance or readily available
- maintain appropriate professional relationships with CYP, including only engaging with CYP online with prior approval and through the SCF's social media channels
- on tours or away trips ensure that adults do not enter a Child or Young Person's room unless there is a safety concern, in which case two adults should enter and CYP should not be invited into adult rooms
- be a positive role model, this includes not swearing, smoking, or drinking alcohol in the company of CYP
- always give enthusiastic and constructive feedback rather than negative criticism
- promote the SCF's vision and values and be an ambassador for those values
- ensure CYP adhere to their relevant Code of Conduct
- secure written consent for the SCF to administer emergency first aid or other medical treatment if the need arises
- reward effort as well as performance

- challenge unacceptable or inappropriate behaviour
- encourage CYP to take responsibility for their own behaviour and performance.
- keep a written record of any incident or injury that occurs, along with details of any treatment given or action taken using the SCF's Accident and Incident report form on SCF One Drive
- recording safeguarding concerns on the safeguarding referral form

This list is not exhaustive.

Handling Disclosures and Avoiding Inappropriate Behaviour or Situations

The following are regarded as poor practice and should be avoided by all trustees, employees, workers, consultants, agency employee and volunteers:

- unnecessarily spending excessive amounts of time individually with a Child or Young Person away from others.
- being alone in changing rooms, toilet facilities or showers used by CYP
- taking CYP to your home or in a place where they will be alone with you, sharing a room with an CYP
- engaging in rough, physical or sexually provocative games, including horseplay
- allowing or engaging in inappropriate touching of any form
- allowing CYP to use inappropriate language unchallenged, making sexually suggestive comments to a child or young person, even in fun or reducing a CYP to tears as a form of control
- allowing allegations made by a CYP to go unchallenged, unrecorded or not acted upon
- doing things of a personal nature that the CYP can do for themselves
- not recording safeguarding concerns on the Safeguarding Referral form or safeguarding reporting form and uploading to 'Clue' reporting portal (2026 onwards)
- having CYP engaged with the SCF as 'friends' or 'followers' within social networking sites such as Facebook, X (formally known as Twitter) and Instagram
- sending inappropriate text messages or social media messages to CYP
- engaging with CYP on 'one to one' personal electronic communication.

This list is not exhaustive.

Risk Assessments

For all SCF activities including, trips, tours, events and activities, thorough risk assessments must be completed to identify and minimise potential risks. The SCF's Health and Safety guidelines outlines the process to undertake when completing risk assessments as well as how to capture information regarding accidents and incidents and how SCF learns from such matters.

Where a CYP is involved in a trip, activity or event, a risk assessment must take account of their particular vulnerabilities whilst in the SCF's care. The risk assessment should set out what arrangements are in place for their care and supervision and how risks will be minimised. Activity leaders will be required to continually update risk assessments whilst leading such activities.

Supervision of Children and Young People

The SCF adheres to best practice guidance from the local authority in relation to the supervision of SCF employees or workers for CYP. Generally, there should always be a minimum of two SCF employees or workers based on the ECB guidance on coaching and adult supervision ratios, these ratios are available here.

Furthermore, it should be noted when planning that particular activities may require more or less SCF employees or workers to CYP ratios due to:

- needs and capacity of the CYP
- the nature of the activity and environment
- risk assessments or other information regarding the individuals needs that mean the ratio should be increased.
- expertise and experience of the employee/s involved

Should the ratio not be suitable, the SCF's County Safeguarding Manager in conjunction with the Managing Director will decide whether the activity or event takes place.

Working with External Partners

The SCF always ensures external partners and organisations we engage with promote the safety and welfare of CYP and this is outlined in contracts and/or service level agreements. External partners and organisations are required to demonstrate competencies in safeguarding and SCF assesses this through its own safeguarding audits. Where organisations do not have their own satisfactory safeguarding arrangements, they will be expected to comply with the SCF's standards.

Referrals

If the SCF has safeguarding concerns in relation to a CYP or their carers, SCF will refer these concerns to external agencies as appropriate. External agencies include, but are not limited to children's social care, schools, the police, health agencies, Counties Cricket and the Cricket Regulator

Confidentiality

Every effort should be made to ensure that confidentiality of safeguarding cases is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only which would not normally include anyone other than the following:

- the Safeguarding Trustee, Managing Director, County Safeguarding Manager, Team Leader for discipline if within SCF
- the person raising the concern
- the carer of the CYP who is alleged to have been abused, where appropriate
- Local Authority and Police
- dependent on role, the National Governing Body

Trustees, employees, workers, consultants, agency employee and volunteers may have access to confidential information about CYP in order to undertake their responsibilities. In limited circumstances, trustees, employees, workers, consultants, agency employee or volunteers may be given highly sensitive or private information.

Confidential or personal information about a CYP should not be used for their own or others advantage.

Confidential information about a CYP should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the CYP's identity does not need to be disclosed, the information should be handled anonymously.

There are some circumstances in which a trustee, employee, worker, consultant, agency employee or volunteers may be expected to share information about a CYP, for example when abuse is alleged or suspected. In such cases, trustees, employees, workers, consultants, agency employee and volunteers have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities (CSM and safeguarding team outlined above).

If a trustee, employee, worker, consultant, agency employee or volunteer is in any doubt about whether to share information or keep it confidential, guidance should be sought from the SCF's safeguarding or legal team accessed through ECB. The storing and processing of personal information about a CYP is governed by the Data Protection Act 2018 and 2023.

Information Sharing

The SCF abides by the 7 guiding principles as set out by HM Government on sharing information:

1. The Data Protection Act and Human Rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about a CYP is shared appropriately.

2. Openness and honesty with the CYP (and/or their carer/family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek agreement, unless it is unsafe or inappropriate to do so;

3. Advice is sought from the SCF's Safeguarding and/ Legal Team if there is any doubt about sharing the information concerned, without disclosing the identity of the CYP where possible.

4. Information is shared with informed consent where appropriate and, where possible, there is respect for the wishes of those who do not consent to share confidential information. Information will still be shared without consent if, in the SCF's judgement, there is good reason to do so, such as where safety may be at risk. Judgement will be based on the facts of the case.

5. Safety and well-being of the CYP is always the primary consideration

6. Information is only shared when it is necessary, proportionate, relevant, adequate, accurate, timely and secure to do so.

7. Records of the SCF's decision to share information in relation to any reported concerns, with whom and the reasons are always recorded on the Referral Form and Cricket Regulator portal.

The SCF will share information with the relevant statutory agencies, the England & Wales Cricket Board and the Cricket Regulator where appropriate in relation to safeguarding cases.

Review

The SCF shall review this policy and procedures annually or whenever there is a change in legislation, guidance, governing body rules or learning from safeguarding cases.

Procedure

Whenever in doubt, employees and volunteers should contact one of the County Safeguarding Managers on the numbers below for advice and guidance.

Role	Name	Contact Email	Phone Number
County Safeguarding Manager	Brian Hoyle	Brian.hoyle@somersetcricketfoundation.org	07435503658
Managing Director	Maralyn Smith	Maralyn.smith@somersetcricketfoundation.org	07761204438
Dep County Safeguarding Officer	Amanda Counsell	Amanda.counsell@somersetcricketfoundation.org	07831125429

If a child is in immediate danger or is at risk of harm, a referral should be made to MASH (Multi Agency Safeguarding Hub (MASH) at the Local Authority and/or the police immediately. Anyone can make a referral. Where referrals are not made by the County Safeguarding Manager, the County Safeguarding Manager should be informed as soon as possible that a referral has been made. The following table gives the telephone numbers employees should ring if they have concerns about a child they believe is in immediate danger at risk of harm:

MASH Team	03001232224
LADO	Allegations Reporting Form - Somerset Safeguarding Children Partnership
Police	999 for emergency where there is immediate risk of harm to a child or adult at risk 101 for non-emergency calls

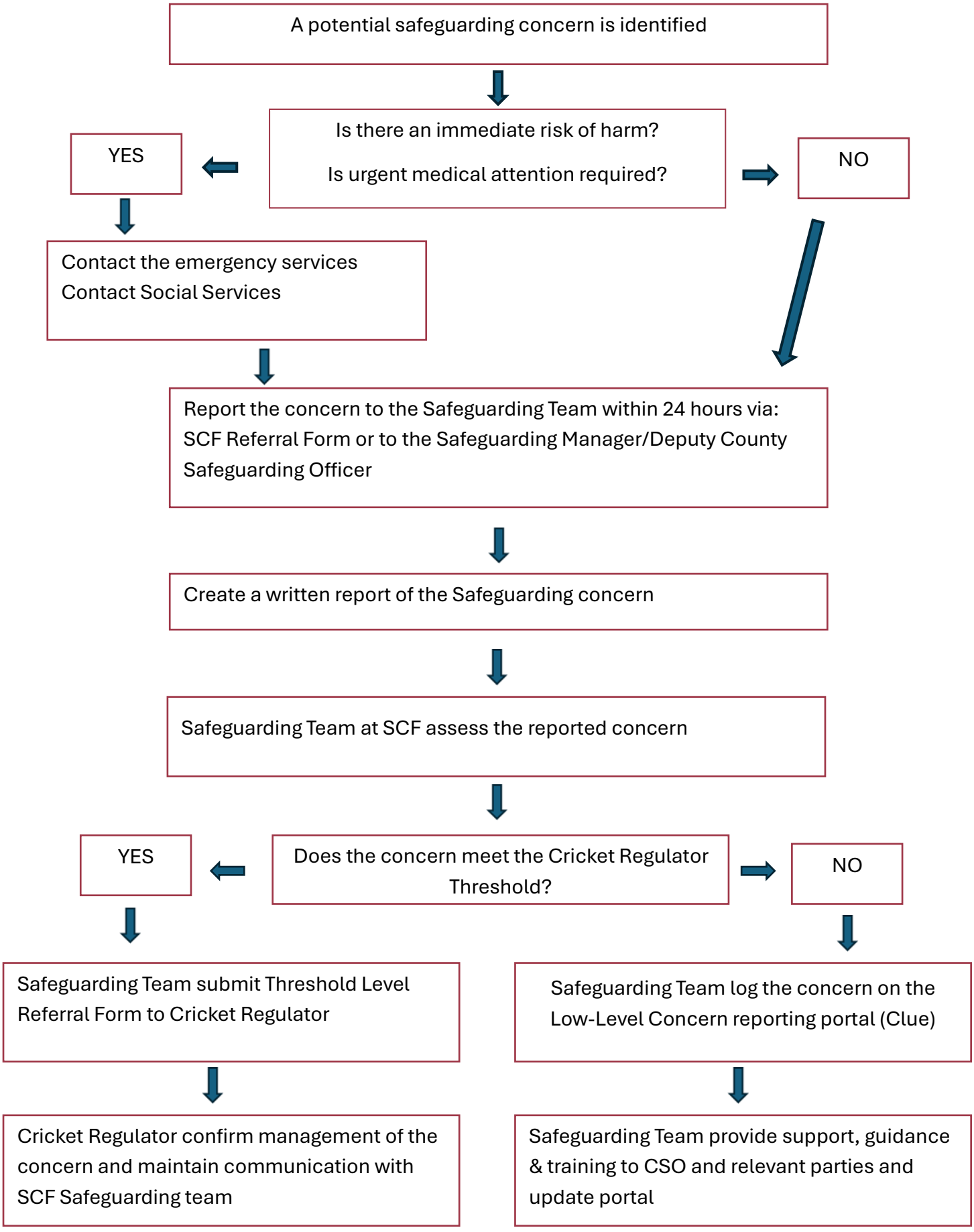
LADO Information for Somerset LADO-Guidance-Document.pdf

If employees have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the County Safeguarding Manager to agree a course of action, although any employee can make a referral to the MASH.

If anyone other than the designated safeguarding CSM makes the referral, they should inform the designated safeguarding lead as soon as possible. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. The designated lead should follow up on a referral should that information not be forthcoming.

If, after a referral, the child's situation does not appear to be improving, the designated safeguarding lead (or the person who made the referral) should press for reconsideration to ensure their concerns have been addressed and, most importantly, that the individual's situation improves. If any employee believes that any concerns are not being dealt with appropriately, they should follow the whistle blowing procedure which is detailed in the employee handbook. If you are unhappy with the outcome or feel that your concern has not been taken seriously, you can contact the Cricket Regulator.

Flowchart of reporting process



Responding to Disclosures and Concerns

It is not the responsibility of anyone within the SCF to decide whether or not abuse has taken place. However, there is a responsibility to act on any concern. SCF assures all trustees, employees, casual workers, agency employees, consultants or volunteers that it will fully support and protect anyone, who in good faith reports their concerns that a colleague or another is or may be abusing a CYP.

If a CYP informs you directly that they are concerned about another person's behaviour towards them, this is known as a disclosure. In this situation the following steps should be taken:

- take the CYP to a safe and quiet place
- react calmly so as not to frighten the CYP
- tell the CYP that they are not to blame and that they were right to tell you
- take what the CYP says seriously and do not be judgemental
- if emergency medical treatment is needed, telephone for an ambulance
- avoid leading the CYP in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- reassure the CYP but do not make promises of confidentiality or outcome
- no contact should be made with the alleged abuser, particularly if this is another CYP or the carer of the alleged victim
- do not commence an investigation into the incident;
- refer the concern to the County Safeguarding Manager immediately
- make a record using the SCF's Safeguarding Referral form

Preserving the Evidence

Your first concern is the safety and welfare of the CYP. However, your best efforts to preserve evidence are vital especially if any police investigation is required. What you do or do not do in the time whilst you are waiting for the police to arrive may make all the difference. Below are some helpful points:

In situations of physical and/or sexual assault:

- in physical abuse cases, where an CYP wishes to show you an injury, only observe what they consent to show you and what is appropriate
- do not touch what you do not have to. Wherever possible leave things as they are.
- do not clean up;
- do not wash anything or in any way remove fibres, blood etc. If you do have to handle anything at the scene, keep this to a minimum.

- do not touch any weapons unless they are handed directly to you. If this happens, keep handling to a minimum. Place the items/weapons in a clean dry place to hand to the police.
- preserve anything that was used to comfort the abused CYP, for example a blanket
- secure the room. Do not allow anyone to enter unless strictly necessary to support you or the potentially abused CYP and/or the alleged perpetrator, until the police arrive.
- prior to the arrival of the police and medical examination:

  Ensure that no one has physical contact with both the abused CYP and the alleged perpetrator as cross contamination can destroy evidence.

  Encourage the victim not to shower.

  Encourage the victim not to change clothing.

- encourage the CYP not to eat or drink if there is a possibility that evidence may be obtained from the mouth.

Managing Allegations against Trustees, Employees, Consultants, Agency Employee and Volunteers

Should a concern arise about a trustee, employee, worker, consultant, agency employee or volunteer's conduct in relation to an CYP, this should be reported to the SCF's safeguarding team who will take such steps as considered necessary to ensure the safety of the CYP in question and any other person who may be at risk. The trustee, employee, worker, consultant, agency employee or volunteer raising the concern should complete the SCF's Safeguarding Referral Form. When managing an allegation against a trustee, employee, worker, consultant, agency employee or volunteer the safeguarding team will follow this process:

- the allegation will be referred to the Somerset MASH (Multi-Agency Safeguarding Hub) and/or the Police
- the carers of the CYP will be contacted as soon as possible, if applicable, following advice from statutory agencies
- Senior Management will be notified and if applicable the Cricket Regulator
- if a member of the Safeguarding Team is the subject of an allegation, the report must be made to the Human Resources/ SCF Managing Director and Chair of Trustees
- if required, a full investigation and possible disciplinary action in accordance with the SCF's Disciplinary Policy for employees will follow. Trustees, workers, consultants or agency workers may have their Agreements terminated.

- referrals as appropriate will be made to the Disclosure and Barring Service (DBS).

Managing Concerns for a Child or Young Person

Any concern relating to the bullying or abuse of a CYP by another CYP must be dealt with through this Policy and Procedures. Any such concern should be reported immediately to the County Safeguarding Manager.

Making a Referral

All employees, workers, consultants, agency employee and volunteers should complete the SCFs Safeguarding Referral Form after referring any case to the County Safeguarding Manager. The County Safeguarding Manager will contact the relevant Local Authority MASH Team completing their Referral Form and update the Safeguarding Concern Form for the SCF's records.

What to do if a Child or Young Person is in Danger of Immediate Harm

The first priority is to ensure the CYP is in a safe place away from any alleged perpetrator. Emergency services should be summoned whenever a situation is felt to be beyond the control of employees, casual workers, agency employee, consultants or volunteers. In addition, employees, workers, consultants, agency employee and volunteers should have, readily available, all the contact numbers of the SCF's County Safeguarding Manager, or other services which can assist in an emergency or urgent situation.

Report the matter to the SCF's Safeguarding Manager at the earliest opportunity. In the absence of the SCF's Safeguarding Manager or Managing Director, contact the Somerset MASH (Multi Agency Safeguarding Hub) (telephone 03001232224) and/or the police on 101 for help and to ensure the correct procedure is followed.

DEFINTITIONS OF ABUSE

Definitions and signs of child abuse including physical abuse, neglect, sexual abuse, emotional abuse, domestic abuse, bullying (including cyberbullying), child trafficking and female genital mutilation can be found on the NSPCC website here.

Definitions and signs of abuse relating to adults including physical abuse, domestic violence or abuse, sexual abuse, psychological or emotional abuse, financial abuse, discriminatory abuse, organisational abuse, neglect & acts of omission, self-neglect and modern slavery can be found on the Somerset Safeguarding Adults Board (SSAB) website here.

LEGISLATION

- Achieving Best Evidence 2002
- Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Mental Capacity Act 2005
- Modern Slavery Act 2015
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- Keeping Children Safe in Education 2025
- These lists are not exhaustive.