

MATLOCK CRICKET CLUB

**CHILD PROTECTION
POLICY**

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Child Protection Procedure for Matlock Cricket Club

1 Introduction

Anyone may have the potential to abuse children in some way. Children are abused regardless of class, age, race, origin, disability or sexual identity.

It is the responsibility of every adult to protect children from abuse. Abuse can occur at home, school or in the case of Matlock Cricket Club in sports, leisure and recreation environment. Some people actively seek voluntary work with children so that they can abuse/harm them.

Matlock Cricket Club has a general duty to safeguard and promote the welfare of children (i.e. young people and "juniors" under the age of 18 years). A formal procedure for such set in place is identified as an example of good practice and vital to the development of opportunities for young people..

Thus Matlock Cricket Club needs to ensure that regularly monitored procedures are in place and to ensure that our coaches and voluntary helpers working with children have a basic knowledge and understanding of child protection.

2. Implementation

All members of Matlock Cricket Club and in particular those working with children are required to be CRB (Criminal Records Bureau) cleared and as a minimum to have knowledge and understanding of the following:

- Definitions of child abuse
- Main forms of abuse
- Effects of abuse
- Recognising abuse
- Responding to allegations of abuse
- Selection of members working with children
- Code of ethics

Matlock Cricket Club will display a copy of the Child Protection Policy Statement on its notice board at their headquarters at Causeway Lane Matlock. Other Clubs and organisations, that use the Club and whose work involves children, will be encouraged to adopt a written Child Protection Policy

3. Responsibility

The Club is responsible for approving and revising the procedure and Officers of the Club are responsible for implementing the procedure.

The role of Club Welfare Officer and Child Protection Officer in respect of Child Protection is:

- to undergo basic level training in child protection
- make sure the children and "juniors" using the Club facilities and their parents/carers know about the Child Protection Policy and procedures, and to whom they need to speak to if they have any concerns
- to receive information from coaches, helpers, children or parents and carers who have concerns and record it on the report form (*Appendix 2 in this booklet - copies of which to be held by the Child Protection Officer*)
- assess the information promptly and carefully
- consult initially with a statutory child protection agency such as the local Social Services Department, Health Board or the NSPCCC, to test out any doubts or uncertainties about concerns as soon as possible.
- make a formal referral to a statutory Child Protection Agency or the Police without delay. It is NOT the role of the Club to decide whether the child has been abused or not,. This is the legal responsibility of Social Services.
- to retain a current list of relevant contact numbers and addresses of statutory agencies

4. Definitions of child abuse

Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly harms children or damages their prospects of a safe and healthy development into adulthood.

What is child abuse?

Neglect includes situations in which adults:

- fail to meet the child's basic needs (e.g. food warm clothing)
- constantly leave the child alone and unsupervised
- fail to give their children love and affection

Neglect could include a sports coach failing to ensure the safety of children, exposing them to undue cold, heat or to unnecessary injury.

Physical abuse is usually used to describe situations in which adults:

- physically hurt or injure children, (e.g. by hitting, shaking, biting, squeezing or burning)
- give children alcohol, inappropriate drugs or poisons
- attempt to suffocate or drown children

Sexual abuse is when adults (male or female), use children to meet their own sexual needs. This might be through:

- full sexual intercourse, masturbation, oral sex, anal intercourse or fondling
- showing children pornographic books, photographs or videos

Sports, which involve physically supporting children during the learning skills, may potentially create situations in which sexual abuse may go unnoticed.

Emotional abuse is when children:

- persistently lack love and affection
- are constantly overprotected denying them opportunity to mix and socialise
- are constantly shouted at, threatened or taunted making them withdrawn or negatively influencing their feelings of competence and self worth

are affected by neglect or physical or sexual abuse.

5. Recognising abuse

There are signs, which could alert you to the fact that a child might be being abused.

These could include:

- unexplained or untreated injuries or bruising
- sexually explicit language or actions
- a child describing an abusive act to you
- unexplained changes in behaviour
- a change observed over a long period of time
- increasingly dirty or unkempt
- a distrust of adults

This list is not exclusive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

6. Responding to allegations of suspicions of child abuse

It is not the responsibility of Club individuals to decide whether or not child abuse is taking place. However Club individuals do have a responsibility to report any allegations or suspicions to the Club's Child Protection Officer, who in turn will take the appropriate action. Where any kind of abuse is suspected it is the duty of the Child Protection Officer to ensure that he/she:

1. is well informed in child protection issues
2. can advise and support Club members in child protection issues
3. report any suspicions or allegations to the necessary authorities, who should then take the matter further

7. Responding to the child

If you have been alerted to the possibility that abuse is occurring it is important that you are aware how to respond to the situation. By listening carefully and taking seriously what you are being told you are already beginning to protect the child. It is important to:

- stay calm and do not show distaste, disgust or anger
- understand how difficult it is for the child to confide in you
- provide reassurance and stress to the child that he/she is not to blame
- do not ask direct questions - who, what, where, when and do not put words into the child's mouth by suggesting what has happened and by whom
- listen and believe what you are being told
- reassure the child but do not make promises of confidentiality, which may not be feasible in the light of subsequent developments. Explain early on that the information will need to be shared and what the steps will be (as simply as possible).
- make a full record of what has been said, heard and/or seen as soon as possible using the child's own words and inform the Child Protection Officer as soon as possible.

8. Reporting Concerns

When a child protection concern arises, it is essential that a confidential record is maintained of what is said or seen and what action was taken. These sensitive records are to be kept in a locked drawer, with access limited to the Club Welfare Officer and team manager. The child/young person concerned can be shown the document but his/her permission obtained before showing to parents/carers.

Items to be included in the confidential record are:-

Name of child
 Child's address
 Name of parent/carer(s)
 Phone numbers of parents/carer(s) and child
 What is said to have happened or was seen
 When and where it occurred
 Who else, if anyone, was involved and how
 What was said by those involved
 Were there any obvious signs e.g. bruising, bleeding, changed behaviour
 Was the child able to say what happened, if so, how did they describe it
 Who has been told about it and when
 Do the parents/carers know
 Signature of person filing the record
 Date of record

The form to be used By Matlock Cricket Club is presented in Appendix 2

9. Safe Selection & Recruitment of coaches and voluntary helpers

All staff and volunteers including coaches and helpers should be subject to a careful selection process with the following elements:

- completion of an application form
- checking the persons identity by photograph say a passport
- an interview preferably by two people
- ask for references and verify by a follow up phone call
- identify reasons for gaps or inconsistencies in the history of a helper
- obtain full disclosure through checks from Criminal Records Bureau
- no unsupervised access to children and young people until the CRB check is in place
- all volunteer helpers to be put on a 6 months probationary period when working with children or young people
- seek advice about recruiting someone with a criminal record or other types of offences if you are concerned
- all volunteers working with children and young people will be fully aware of the Club's Child Protection Policy and of the Coaches code of ethics.

10. Professional behaviour

The promotion of good practice will help protect coaches and volunteers whilst also minimising the risks to the children and young people.

AVOID

- spending time with a child away from other helpers
- taking a child alone in a car, however short the journey
- taking children to your home where they will be alone with you

NEVER:

- Engage in rough physical or sexually proactive games or horseplay
- Allow or engage in needless touching
- Allow children to use rude or coarse language unchallenged
- Make sexually suggestive comments to a child even in fun
- Ignore allegations which a child makes
- Do personal things that a child can do for themselves

10 Physical Contact

At times it is inevitable that physical contact will occur between coaches, volunteers and a child. These could be:

- Administering first aid - be aware of sensitive and delicate areas of a child's body
- Try to ensure another adult is with you and always explain to the child what you are going to do and ask for permission to proceed
- Coaching - when sport requires physical contact, (for technical support or correction), make sure there are clear guidelines of what and what is not acceptable. Adopt a coaching style, which maintains distance between you and the child. Seek permission to invade a child's personal space.

11. Code of Ethics

For the safety and security of young people, members of Matlock Cricket Club who work with young people will be strongly motivated, well trained and guided by good principles within a sound ethical framework.

All individuals should:

- demonstrate respect for young people
- promote fair play and the positive aspects of sport and physical activity
- display good standards of behaviour
- understand the individual needs of each child
- ensure maximum safety for young people whilst conducting the sport in a fun and progressive manner
- ensure all children have equal opportunities to participate at a level which is appropriate to their own level of experience and development

12. Monitoring and evaluation

This policy will be monitored and reviewed on an annual basis or as necessary to ensure that it is being applied correctly. Making sure that all persons working with young people understand the procedure and to voice any concerns not covered by the procedure.

In addition to the Child Protection Officer, training of coaches and volunteer helpers will be encouraged

13. Acknowledgements

The following organisations have assisted in the production of this document

Derbyshire Dales District Council
Derbyshire Community Foundation
Derbyshire Cricket Board

Appendix 1

MATLOCK CRICKET CLUB

CHILD PROTECTION POLICY STATEMENT

Matlock Cricket Club is committed to creating and maintaining the safest possible environment for children and young people. We acknowledge that all children and young people have the right to be protected from harm.

We aim to do this by:

- promoting examples of good practice when working with children to ensure a safe and healthy environment
- ensuring that all coaches and helpers are carefully selected, receive appropriate training and accept responsibility for helping to prevent abuse of children in their care
- responding swiftly and appropriately to suspicions or allegations of abuse including following standard reporting procedures
- providing an opportunity for parents/carers and children to voice any concerns they may have
- ensuring that standard procedures are in place to protect children and the opportunity to review these procedures takes place annually
- ensuring access to confidential information is restricted to the current Child Protection Officer and any external authorities
- Nominating a Child Protection Officer who will take specific responsibility for child safety within the club

Our Child Protection Officer is: RICHARD WOOD

Club Office held CLUB WELFARE OFFICER

Contact Details Tel. 01773 605199
Mob: 07841759315

Appendix 2 -- Report Forms for recording concerns of child abuse

Sample Document Side 1

CHILD PROTECTION PROCEDURES RECORD OF CONCERNS	
Name of Child:	
Address:	
Telephone No:	
Parent/Carers details: Name(s):	
Telephone No(s):	
What is said to have happened or what was seen?	
When and where did it occur?	

**CHILD PROTECTION PROCEDURES
RECORD OF CONCERNS (cont.)**

Were there any obvious signs e.g. bruising, bleeding, changed behaviour?

Was the child able to say what happened, if so, how did they describe it?

Who has been told about it and when?

Do the parents know

Signed

Date