



Castletown Cricket Club Ltd

Child Welfare and Safe-Guarding

Policies, Procedures and Guidelines

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The Castletown Cricket Club Ltd

Safeguarding and Protecting Children Policy Statement

The Castletown Cricket Club Ltd (CCC) is committed to ensuring all children who take part in cricket, have a safe positive and fun experience, whatever their level of involvement. The welfare of all children is paramount.

- All children within cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy the game in an environment safe from abuse of any kind.
- The CCC recognises the importance of safeguarding children within the game and is committed to developing, and implementing, policies and procedures which ensure that everyone knows, and accepts, their responsibility in relation to a duty of care for children.
- The CCC is committed to ensuring there are correct and comprehensive procedures for responding to, recording and reporting child safeguarding concerns
- The CCC will endeavour to ensure all suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately in line with IOMSCB policy and procedures.
- The CCC recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the game of cricket.
- The CCC is committed to promoting sound recruitment procedures and good practice for all individuals working within CCC whether in a paid or voluntary capacity.
- The CCC will ensure that individuals will receive support through education and training, to be aware of, and understand, best practice and how to manage any safeguarding issues which may come to light.
- The CCC recognises that it is not the responsibility of those individuals working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

The Safeguarding Policy Statement and Underpinning Principles guide the safeguarding programme. However, in addition, there are a number of key Points of Policy on the Safeguarding Programme are fundamental to the effectiveness of safeguarding in cricket.

1. All cricket participants should recognize and follow a Code of Conduct. CCC provides codes of conduct for all cricket participants – the Code of Conduct for players, parents and guiding principles for managers and coaches. These codes of conduct provide participants with details of acceptable, and unacceptable behaviour, and the expectations of others in relation to good operational practices.
2. All junior cricket sessions require adequate supervision. These requirements are available in the welfare definitions document.

3. All adults who work with children in cricket, either as a volunteer or paid, must be recruited appropriately which includes being vetted for their suitability to work with children. Vetting Procedures include the use of Disclosure and Barring Service (DBS) checks and/ or non-UK equivalents.
4. Physical contact should always be intended to meet the child's needs not the adult's. It is obvious that adults should never touch a child inappropriately. A responsible adult should only use physical contact if its aim is to:
 - Develop sports skills or techniques
 - Prevent an injury or accident from occurring
 - Treat an injury
 - Meet the requirements of the sport

The adult should seek to explain the reason for the physical contact to the child, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

Definitions of lead Individuals.

To ensure the IOMCA and all its affiliated clubs adhere to the necessary welfare policies required to comply with child safety we have agreed and issued the following series of instruction for clubs to follow.

Welfare officers:

A Club Welfare officer (CWO) is an individual who takes the responsibility for ensuring their affiliated club has the necessary policies in place and that members, coaches, parents, officers and anyone else is aware of them and follows them.

A club welfare officer should ideally sit on the club committee and also be seen as an agenda item to allow regular updates. A club welfare officer should be trained and hold the following qualifications:

- Disclosure and Barring certificate (DBS) - any current enhanced DBS is acceptable and does not need to be cricket specific.
- Safeguarding and protecting Children (SPC) - Attended this workshop and have current certification. This requires refreshing every 3 years.
- Welfare officer training (IOMSCB) - Level 2 safeguarding awareness for welfare officers course delivered by the Isle of Man safeguarding children board. This requires refreshing every 3 years.

Coaches and Adult Helpers

A coach is an individual who takes the responsibility for delivering to a group of children. The term coach only applies to an individual who has attended and passed a course which is organised and delivered by either the England and Wales cricket board (ECB) and can be UKCC1, 2, 3 or 4. International cricket council (ICC) qualifications are also accepted. Any qualifications from other countries (South African Bakers academy etc) should be shown to the IOMCA executive to ascertain their validity.

Coaches who are suitably qualified if necessary to coach teams on their own with no other parent helper present and the ideal ratios would be: Under 9 8 children, All other ages 11 children. These are team sizes and ideal ratios to ensure quality and safety.

Any other individual who takes responsibility for a group of children is deemed an ADULT HELPER. These individuals must not take responsibility for groups of children without the presence of another adult. In this instance both parties must be above the age of 17.

These individuals must have the following in place:

Coaches:

- A certificated qualification from ECB, ICC or any other body which has been approved by the IOMCA.
- Disclosure and Barring certificate (DBS) - any current enhanced DBS is acceptable and does not need to be cricket specific.
- Safeguarding and protecting Children (SPC) - Attended this workshop and have current certification. This requires refreshing every 3 years.
- Emergency Aid training (EA) - Any organised and certificated course which gives the individual awareness of how to deal with basic emergency aid situations. St Johns training is available through Manx sport and recreation (MSR).

Adult Helper:

- Disclosure and Barring certificate (DBS) - any current enhanced DBS is acceptable and does not need to be cricket specific. In the instance of the parent not having the time to complete a DBS an ICC Self-declaration Form (available from CWO) should be completed and returned to the CWO and a copy sent to the IOMCA development officer to retain on file. Any individual who is looking at this role for any period of time should look to complete a DBS.
- The adult helper does not have to be actively engaged in coaching the session but must always be present alongside another adult. These individuals must not take 1-1 or group coaching sessions unaccompanied. These individuals can be scorers or umpires on match days.

Details of coaches and Adult helpers should be returned to the CWO with their relevant forms or certificates for the CWO to record the dates and ensure all are current.

Guidelines on Supervising Children at Cricket Sessions

It is important for clubs to remember when planning children's cricket, or general, sessions, sufficient adults must be present to adequately supervise all participants and manage any incident that may arise.

It is a basic requirement of all sessions and matches involving children that a minimum of two responsible adults will be present in all circumstances. Clubs should always plan accordingly and coaches must feel confident in raising concerns if they find themselves placed in a position where they are expected to work alone and unsupervised. In matches there should always be at least two adults present and responsible for the team.

The IOMCA provides two different sets of ratios for working with children. It is vital coaches, and other key club personnel, understand the distinction between these two types of ratios. They are each explained below:

Qualified coach ratios required for coaching sessions

The IOMCA has produced appropriate ratios based on the number of qualified coaches required to run different technical disciplines within the game. The ratios of qualified coaches to children are as follows:

- Net Coaching: 1 coach : 8 children
- Group Coaching: 1 coach : 24 children
- Hard Ball Coaching: 1 coach : 16 children

These coaching ratios are very different to the child supervision ratios, which are required at all sessions regardless of where these are held or which activities the children are doing.

Adult / Child Supervision ratios:

Supervision ratios relate to managing groups of children and ensuring sufficient adults are present to deal with any issue or incident that may arise. There should always be a minimum of two adults present. For single sex groups, there must be at least one same gender member of staff. For mixed groups there must be at least one male and one female supervising adult. Clubs must also factor in any further issues that the risk assessment of the facilities may have highlighted. For example, if the changing rooms are located several minutes' walk from the training venue then the club may have to increase the number of supervisors in light of this additional information.

The supervision ratios that must be adhered to as a minimum for clubs looking after groups of children are as follow:

Aged 8 and under – 1 adult : 10 children

Aged 9 and over – 1 adult : 11 children

It is also important for clubs to note that these ratios relate to adults and children i.e. those over 18 looking after those under 18. Volunteers who are under 18 years of age must not be used in the calculations for supervision ratios.

Drinks breaks

As part of our responsibilities in supervising children, it is vital all players drink appropriate amounts of water to avoid any possible risks of dehydration during matches and practice sessions.

The tips below are provided from the ECB Coaches' Safety Pack (Hard Copy). Coaches, teachers, managers and umpires are encouraged to:

- Ensure regular intervals for drinks are arranged, particularly in matches of more than 20 overs per innings, or in hot weather.
- Plan drinks breaks in practice sessions and matches every 20-40 minutes on warm sunny days. (This may sound excessive but on hot days players can need up to two or three litres each to stay fully hydrated)

- Avoid waiting for children to say they are thirsty before planning a drinks break as thirst is an indication of dehydration.

Sports Science reminds us that children tend to dehydrate more quickly than adults.

Facilities and venues used for children's cricket

All clubs must ensure they have undertaken an adequate risk assessment on all facilities and venues used for any club activities, regardless of ownership of that facility or venue. This does not include away match venues for leagues but should include, where possible, facilities and venues that will be used on tours.

If clubs regularly hire facilities from other organisations such as schools or community colleges, there may be a generic risk assessment available for clubs to consider. It is important all clubs recognise their responsibility for ensuring venues and facilities are fit for purpose.

The outcomes of risk assessments may have an impact on the session planning or co-ordination of junior club training or matches. It is important risk assessments are done in advance and updated on an annual basis, or if changes to the facility have taken place.

Castletown Cricket Club Code of Conduct for Players

As a player representing the Castletown Cricket Club it is of vital importance high standards are maintained both in training and the match play environment. The following points should be adhered to at all times.

- Conduct yourself in a sporting and courteous manner. Play the game competitively, but always show respect to your teammates, the opposition and to the match officials. Respect the spirit of fair play and play the game with the right spirit
- Sledging, dissent and foul language are unacceptable.
- Apply a good, positive attitude and listen to coaches at training.
- Remember that you are guests of clubs or schools, which host the matches. Ensure that you use facilities properly and, for example, always leave the changing rooms in a tidy condition.
- We ask squad members to turn up at training/matches wearing appropriate clothing and safety equipment. Ensure all reasonable measures are taken to protect your safety and the safety of others. Please wear your team top if you have one.
- Arrive in good time for training and matches, or as requested by your coach.
- All players wishing to play in matches need to register on www.play-cricket.com as this is the method that will be used for selecting teams and contacting players. The player's availability for matches needs to be completed.
- It is important that if unavailable, that you contact your coach immediately, if you are injured, unwell or think you may not be fit do not hesitate; it is vital that the coach knows immediately that you may be 'doubtful'.
- All players have a responsibility when using Social Media to use appropriate language and never make defamatory remarks against team mates, the Castletown Cricket Club or match officials.
- Promote Cricket for enjoyment, not purely for winning.

REMEMBER YOU ARE REPRESENTING CASTLETOWN CRICKET CLUB WHEN YOU ARE WEARING OUR CLUB COLOURS

Enjoy Your Cricket.

Code of Conduct for Coaches of Junior Teams

As a Manager/Coach representing Castletown Cricket Ltd, it is of vital importance high standards are maintained both in training and the match play environment. As a cricket coach you will have regular contact with children and you should adopt the highest standards of practice and be responsible for identifying those in need of protection.

- Follow the IOMCA 'Guidance for Coaches Working with Children'.
- Always put the welfare and safeguarding of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures and all safeguarding concerns are acted on.
- Ensuring cricket is welcoming, fun and enjoyable and that fair play is promoted. Encouraging children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost. Helping children acknowledge the value that good opposition offers their own development as cricketers.
- Taking a player-centred (and child-centred) approach to coaching, planning sessions around the needs and abilities of the children who will be attending and adapting accordingly
- Being a friendly professional and treating all children equally, with respect and dignity
- Being an excellent role model – this includes not smoking or drinking alcohol when coaching and being mindful of behaviour around the club at all times
- Always working in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets)
- Building balanced relationships based on trust which enables children to take part in the decision-making process. This will include routinely asking children if they have enjoyed activities in the training session and adapting activities to meet their expressed wishes, abilities, needs etc.
- Having excellent 'boundaries', so children know how to behave and what is expected of them
- Not tolerating acts of aggression, either physical or verbal.
- Giving positive and constructive feedback rather than negative criticism
- Working to guidance on physical contact, where children are always consulted and their agreement gained before any contact is made
- Finding out if any children you are coaching have medical conditions that could be aggravated during playing or training
- Helping the ECB to work toward eradicating harassment and abuse of children from cricket
- Ensure all players are picked up by parents before you leave.
- All managers and Coaches must ensure their prerequisite qualifications (DBS, SYC and Emergency Aid certificates) are kept up to date. The IOMCA will offer frequent CPD opportunities, please take advantage of these if possible.
- The procedure and policy for playing up and playing down must be followed at all times. If you are unsure of this then ask.
- If a player or parent has breached the Code of Conduct, consult with the relevant member of CCC committee before imposing any sanctions.

Castletown Cricket Club Code of Conduct for Parents Age Group Squads (U9, U11, U13, U15):

As a parent of a Child representing the Castletown Cricket Club it is of vital importance high standards are maintained both in training and the match play environment.

- Support for all players should be positive and encouraging.
- Show respect to the opposition, players and officials by avoiding negative criticism.
- Abusive behaviour and foul language of any kind are totally unacceptable and will not be tolerated.
- Set a good example by recognising fair play and applauding the good performance of all.
- Never punish or belittle yours or any child for losing or making mistakes.
- Accept officials' judgements and decisions.
- Accept the instructions and decisions from coaches at all times.
- Give your child space and time during training and matches. They need time to reflect on their performance and progress.
- Parents should not enter the field of play, changing rooms, or other 'players/coaches /officials only' areas within the pavilion and surrounds unless requested to do so by the manager, coach or officials.
- All players wishing to play in matches need to register on www.play-cricket.com as this is the method that will be used for selecting teams and contacting players. The player's availability for matches needs to be completed.
- Parents should inform coaches and managers of any medication required by players and medical conditions in advance of coaching sessions and matches.
- Inform the team manager if your child is unable to play in match for which they have been selected as early as possible.
- Encourage your child to learn the laws of the game and play within them.
- Parents need to gain permission to photograph or video any players at training or matches.
- Any complaints or concerns should be brought the attention of the manager or coach as soon as possible.
- Encourage your child to be responsible for their own equipment and actions at all times.

REMEMBER CRICKET SHOULD BE FUN

Being a volunteer with Castletown Cricket Club Ltd.

Without volunteers, grassroots cricket could not function effectively and efficiently. Volunteers are crucial to helping this Club succeed as a welcoming, nurturing and safe environment. We have a number of roles that are fulfilled by volunteers, but there are always plenty of ways that parents or guardians and players can become involved to help the Club flourish.

What roles are available?

XXXXXXXXXXXXXXXXXXXX

Who manages and supervises the volunteers?

The Club has two Welfare Officers who you can address queries or concerns regarding safeguarding and child protection issues to, but we hope that any member is approachable and receptive to offering guidance for your role.

Does a volunteer need vetting?

Yes. In the interests of safeguarding and protecting young players particularly, all officials and volunteers are subject to DBS check or, at the very least, require a Self-Disclosure application to declare their interests and suitability as a volunteer. This is in line with the policy of the IOMCA and in no way meant to exclude anyone from helping the Club.

Is there a selection process?

There may be a selection process involved for some roles. Clearly some roles require professional expertise such as accounting or book keeping experience for the Treasurer role. But for some roles, enthusiasm and a little regular support may be all that's needed. Where specialist skills are needed, a formal application may be needed to the Club committee, so it can be ascertained if training needs to be arranged, to add to the skill set you have.

As a valued volunteer, we know how important it is to keep you up-to-date with what's happening in the Club, and aware of what may be happening in the next season. To do this we will:

Hold briefing sessions where we can discuss how you feel about your role and how things may be changed or improved

Make sure you have an up-to-date list of contacts so it's easy to keep in touch and pass on messages

Show our appreciation of the hard work and fantastic contribution you make to the Club
Review your role as we come to the end of a season, to make sure you feel happy in it and know that your needs and interests are being catered for. This can highlight if you want to take the role further or feel any training is needed.

Guidance on Welcoming and Safeguarding Children with a Disability

The IOMCA is responsible for all cricket on the Isle of Man and has set out a clear vision to provide access to cricket for disabled people.

Castletown Cricket Ltd are committed to ensuring cricket is open, and accessible, to all members of the community and they are supported to achieve their potential in any capacity whether as a player, employee, volunteer, coach or official.

This principle applies regardless of, age, race, disability, ability, gender, religion or belief, sexual orientation or background.

Many children with disabilities or special needs can be welcomed into the game with a sensible approach that involves talking with the child and his or her parents about what their abilities are and what they may need some assistance or different arrangement with.

Children with disabilities are children first, and need to enjoy opportunities and experiences open to all children in a safe environment. The IOMCA and Castletown Cricket Ltd are committed to supporting disabled children to be fully involved in cricket through the provision of a range of activities, training and supportive good practice guidance. To help achieve this in cricket IOMCA are committed to supporting cricket club personnel including coaches, officials and other volunteers to ensure they are inclusive of, and safeguard, children with disabilities. The IOMCA is aware the most valuable resource within clubs are the staff and volunteers who appreciate the value of cricket for disabled children and will make sure they are supported to develop the confidence, will, and desire, to ensure all children can become fully integrated members of the cricket family.

In the first instance, the club should discuss the child's needs and abilities with the child and his or her parents/carers. For many children with a disability, parents and carers will be able to offer practical advice on adaptations or arrangements that can be made to enable their child to participate.

It is good practice to agree a support plan with the parents and the child, and to review this regularly. The club welfare officer should be involved in this process. It may be necessary or useful to involve the child and the parent / carer in the plan itself; if this will help meet the child's needs and allow them to participate.

Remember, many children may have hidden disabilities (or special needs) – such as an autistic spectrum disorder, or deafness, or another condition that is not obvious. It is important during the registration process and/ or welcome meeting to offer the opportunity for parents to meet someone in private to discuss their child, if they would like to do so. This forms part of our 'Welcoming' approach for all children, including those with disabilities.

Anti-Bullying Policy

Statement of intent

We are 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. Bullying of any kind is unacceptable at our club.

If bullying does occur, all children should be able to tell, and know, incidents will be dealt with promptly and effectively. We are a TELLING club. This means anyone who knows bullying is happening is expected to tell someone who can do something about it.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms :

- 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

Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

Objectives of this policy

- 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 and parents 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 and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- 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

In more extreme cases, the child:

- 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

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.

Procedures

- Report bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the IOMSCB Safeguarding Team for advice via the IOMCA Welfare Officer
- 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

In cases of adults reported to be bullying cricketers under 17, the IOMCA must always be informed and will advise on action to be taken.

Prevention

We will use 'Kidscape' recommended methods to help children prevent bullying.

These may include:

- Developing a children's code of conduct
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters

Photography, Filming and Social Media Broadcast Policy

Castletown Cricket Club Ltd wishes to ensure photography and video footage taken within cricket is done so appropriately and promotes positive images of children playing cricket. It is not preventing the use of photographic or videoing equipment.

Please remember that photographs are considered 'personal data' in terms of the Data Protection Act. Depending on 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, including posting on the club's website etc. In addition, as with all personal data you process, it should be processed in accordance with the principles laid out in the Data Protection Act, and other relevant legislation and guidance.

Be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should 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 or event organiser. It is also possible that if a picture and name was placed in the local paper, the club website etc., and the information could be used inappropriately. For this reason the IOMCA guidance is 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/ carers must be offered the opportunity to withhold consent for photographs / filming of their child.

The guiding principles are:

- Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the child. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches
- If no consent has been given for a child on the player profile form, then it is to be made known to the relevant person of the other team (e.g. coach/team manager) so the appropriate person/s taking photographs or the other team is/are aware and can avoid taking photographs of that particular child
- The children should be informed a person will be taking photographs
- The children should be informed that if they have concerns they can report these to the coach or team manager
- Concerns regarding inappropriate, or intrusive, photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern
- It is recommended that cricket tournaments/festivals/events/competitions set up a camera registration book for parents to complete.

It is recommended that all cricket clubs as well as tournament/festival/event organisers adhere to the appropriate guidelines relating to publishing of images as detailed below. Use of images of children (for example on the web, in the media or in league handbooks), including broadcast on social media platforms:

- Ask for parental permission to use the child's image and, wherever possible, show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent cricket and the club
- Ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the club.
- 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 Club Welfare Officer.

Guidelines on Transport To and From Matches and Training

Transport to matches and practice sessions (where appropriate)

IOMCA and Castletown Cricket Club Ltd.'s policy is that parents or other responsible adults/guardians are responsible for transporting players to and from all matches and practice sessions. Therefore, the Club will not be registering Private Vehicles for the transportation of individuals in connection with any fixtures or practice sessions arranged by the association or the Club.

The implementation of this policy is not intended to exclude any player from participation and parents/guardians should contact the Team Manager or Coach if they have any problems with the transportation of players to matches or practice sessions.

Please ensure that if drop-off and collection is arranged with other parents, that players are aware of the arrangements and that parental/guardian contact details are available, should emergency contact be necessary. In any case where this is necessary, every attempt will be made to contact the parent/guardian to make sure arrangements are clear, to avoid any misunderstandings or placing of any player in any situation of potential risk.

It will not be a routine arrangement for any official or coaching member to transport young players, unless there is an explicit and emergent agreement with the parent/guardian. Please be aware that there is no public liability insurance cover during transport and will only be covered by the existing private insurance of the driver for their vehicle.

Guidelines on Changing Rooms and Showering Facilities

All IOMCA affiliated cricket clubs have a Changing Policy, the Castletown Cricket Club policy for which is provided here.

This policy applies to the arrangements made for adults, and children, using changing facilities. Arrangements must be made so that children and adults do not use the same changing facilities at the same time.

At the home ground of King William's College, there are changing facilities available, but showering is limited. However, all clubs, wherever possible, follow these guidelines:

- Adults should not change, or shower, at the same time as the same facility is being used by children - if the same changing room is used, then they must have different times
- Mixed gender teams must have access to separate male and female changing rooms
- Where only one room is available, a suitable club member must implement a changing rota.
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in changing rooms

If children are uncomfortable changing at the club, no pressure should be placed on them to do so. Instead, they may change and shower at home.

Guidance on the use of Social Media, texts and email

Everyone in cricket is reminded that the Relevant Codes of Conduct apply online and in text and email communications, just as they do in the 'real world.' Many cricket clubs have formally adopted this expectation into their constitution and / or disciplinary processes. This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this.

Social Media

Social Media, when used properly, is exciting and opens up a lot of opportunities, but at times it can seem strange and even intimidating for people who did not 'grow up' with it. Facebook, Twitter, texting, Blackberry messenger, online gaming and personal emails are everywhere. 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. Club Officials / Coaches / Managers Facebook and Twitter accounts are great for promoting your club and cricket in general, as well as being a fun way to unwind and stay in touch with friends: it is essential to keep these two worlds separate. You should have separate cricket-club related and personal pages; all contact with players should be through the former, and strictly in relation to training, coaching, matches and cricket related activity. You should also adjust the privacy settings for your personal account so that content is only visible to accepted 'friends'. This will keep younger players safe from material that may be unsuitable for them, and will reduce the risk of your online interactions from being viewed with suspicion.

Although younger players may see you as a friend, and may request to be your 'friend' on a social media site, you should direct them to the cricket-club related page and keep all contact professional. What they might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.

It is also important to be mindful of any content you post online via the cricket-club related page; remember:

1. You are representing the club
2. Ensure that nothing you post could cause personal distress or be seen as inappropriate for children.

If you wouldn't put it on the club notice board, it doesn't belong on the club's social media pages.

You should have 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.

If you are in charge of a social media page for your club, league, panel etc., further guidance has been provided by the Child Protection in Sport Unit (CPSU):

http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf.

Texts and emails: contacting Under 17 players

The Children Act defines a person under 17 years as a child.

You should make arrangements for under 17s via their parents or carers; this includes text and email messages.

It is understood that in the case of over 16's this may not be ideal for yourself or the parents. An acceptable exception to this rule is to text or email the parent and to copy in the 16 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 year old receives the information directly. If you receive any responses from that appear inappropriate they should be brought to the attention of the parent or carer.

You should not engage in individual text or email conversations with a 16 year old without their parent receiving the same messages from you.

All contact with children should be in relation to coaching, matches and cricket-related activity.

Social Media: Do's and Don'ts

Coaches / Managers / Clubs DO:

- Have separate social media accounts for cricket-club related and personal use.
- Keep your photos and personal information private.
- Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.
- Obtain consent before posting any personal information online – this includes photographs where an individual can be identified.
- Remember the picture/no name guidance for under 17s

Coaches / Managers / Clubs DO NOT:

- Send text messages to juniors – make arrangements via their parents.
- Send private messages to children and young people via social media.
- Invite or accept children and young people to become “friends”.
- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

Adult players in Open Age teams:

- Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms.

If you have concerns regarding social media, texts and emails or if you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer.

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.

Guidance for Parents / Carers and children / young people on the use of Social Media, texts and email

This guidance is adapted from that provided by the Lawn Tennis Association. We are grateful for their kindness in sharing this with us.

Parents/Carers

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content. You will find all you need to know about keeping young teens safe on Facebook on their official safety page for parents: <http://www.facebook.com/safety/groups/parents/>.

There are some key tips which can significantly help to reduce the risks involved with social media and the internet. Make sure that your family computer is in a main living area, and the screen is positioned so that you can see what's going on. Google have some more advice on their family safety pages: <http://www.google.co.uk/familysafety/advice.html>

Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.

You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk/Parentsold>
Become a playcricket member to receive details of your club matches and training.

Parents / Carers DO:

- Make sure you are aware of who your child has contact with online and via text
- Be aware of The IOMCA and the club's expectations for coaches and social media
- Talk to your children about using social media.
- Provide your mobile number / email address if requested, so the club can contact you

Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text:

If someone isn't your friend in real life, they aren't your friend on the internet. Be careful when accepting friend requests.

Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.

Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos.

If someone is sending you messages or texts that you are worried about, you should tell your parents, an adult you trust, your teacher or your club's welfare officer.

- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you.
- You can expect them to make arrangements for coaching and matches via your parents.
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don't be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk/>

Young people DO:

- Keep your photos and personal information private
- Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket.
- Tell a professional or an adult that you trust if you are worried or concerned about online behaviour or unwanted contact/ communication.

Young people DO NOT:

- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
- Accept any friend requests from people you don't know or you feel uncomfortable accepting.

Guidelines for Juniors Participating in Open Age Cricket

The ECB has issued guidance covering the selection and participation of young players in open age group cricket. This is to help clubs decide when to select young players in open age group cricket and how best to help their cricketing development when they play within open age groups. The guidance applies to boys and girls. The ECB keeps these guidelines under review. Put simply, the overall aim is to allow young players to develop in safety, but not to spoil the game for adults. For the avoidance of doubt, this guidance applies to training and nets as well as games.

The guidance is as follows:

General

- Making the step up from junior to open age group cricket is an important event in any player's cricket experience. The player's safety, personal development needs and overall cricket experience must be considered
- Clubs, squad coaches and managers must take into account the requirements on age detailed in this guidance.
 - Each case must be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part in Open Age cricket. The minimum age guidance provided below MUST be followed.
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side.
- Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else
- 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
- 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
- The captain must inform the Umpires of under 18s in the side.

Restrictions

ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket (see Appendix 3).

Minimum age

The minimum age for Open Age cricket is the U 13 age group. Players must be in Year 8, and 12 years old on the 1st September of the preceding year.

This applies to all club and players who are not in a National age group squad. Written parental consent is required.

Players who are selected in a National U12 squad in spring for a summer squad - or in another squad deemed by IOMCA performance head to be of a standard above 'club' for that season - are also eligible to play Open age cricket.

This is providing they are at least 11 years old, are in School Year 7 on 1st September in the year preceding the season, and have written parental consent to play.

It is essential clubs and coaches recognise the 'duty of care' obligations they have towards young players in Open Age cricket. The duty of care 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.

In addition, the guidelines note the need for clubs and leagues to recognise the positive experience young players should have in open age cricket. Clubs should provide an opportunity for players to show their talents in an appropriate way.

Whistle Blowing Policy

The IOMCA 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. Castletown Cricket Club Ltd has a responsibility to uphold this.

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 the club or colleagues, or you may fear harassment, victimisation or disadvantage.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare. Those involved in the sport 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 IOMCA assures all involved in cricket that they will be treated fairly and that all concerns will be properly considered, and this should be the case at Castletown CC. 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

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- 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

However, if you believe a child may be at risk of harm from abuse or misconduct, remember that no action is not an option when it comes to child protection.

What happens next?

- 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
- Your Club Welfare Officer, IOMCA Welfare Officer and the IOMSCB have a responsibility to protect you from harassment or victimisation
- You should be given information on the nature and progress of any enquiries
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith, however, malicious allegations may be considered a disciplinary offence

IOMCA Safeguarding Whistle Blowing Procedures

Should suspicions be raised via a “tip off”, the person receiving the tip off should attempt to obtain the following information from the informant:

- 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 your Club Welfare Officer or your IOMCA Welfare Officer or the IOMSCB Safeguarding Team.

The Club Welfare Officer will record the information on a Safeguarding Incident Report form, which will be confidential and stored securely. Should a disclosure occur, particularly of a very serious nature, it may be necessary to advise the informant that another impartial confidante may need to witness the disclosure.

Specifically, do not:

- 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

Also, do not assume:

- “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”

Who do I tell?

The first person you should report your suspicion or allegation to is your Club Welfare Officer. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer, you should refer to your IOMCA Welfare Officer. If you cannot, or do not wish to, report the information to either of these, then please contact the IOMSCB Safeguarding Team by email on iomscb@gov.im

Feedback

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 they may not be informed of the detail unless they would need this information in order to safeguard children.

Guidance on the Recording of information by Welfare Officers

The IOMCA and its affiliated clubs are committed to providing a safe, welcoming and friendly environment for children, parents and all who take part in cricket.

Where concerns arise, we are committed to making transparent decisions that place children's safety and well-being at the centre of our thinking.

This process is greatly enhanced by accurate record-keeping. Recording is one of the '3 Rs' of safeguarding – respond - record – report.

Our record keeping must also meet the requirements of data-protection legislation – that is, it needs to be accurate, relevant, adequate and 'not excessive' in relation to the purpose or purposes for which it is kept.

In order to support transparent and defensible decision-making, we also recommend that individuals make records of decisions and actions taken which require some thought and possibly some action – for example, a Club Welfare Officer may talk to a member about some piece of behaviour, or the IOMCA Welfare Officer may provide advice about some concern a club has. Making contemporaneous notes that capture the situation, the decision-making and any actions taken will prove vital if the decision is later challenged, or if there are further concerns or incidents of a similar nature. It is not necessary to seek or record excessive detail. It is reasonable to record opinion if this is identified as such, and it may be essential to do so to explain the thinking behind decision-making.

Club Welfare Officers are advised to keep such records.

Remember these must be secured securely, or password-protected if stored electronically.

Appendices

Parent Helper ‘Self Declaration’

STRICLTY PRIVATE AND CONFIDENTIAL

PERSONAL DETAILS

Surname:	First Name (s)
Address:	Email:
	Home Telephone:
	Mobile:
Post Code:	Date of Birth:

Castletown Cricket Club Ltd aims to promote equality of opportunity for all persons and to welcome participation from a wide range of individuals, including those with prior criminal records. All ‘spent’ and ‘unspent’ convictions must be declared. Having an ‘unspent’ conviction will not necessarily impede your involvement with Cricket: this will depend on the circumstances and background to your offence. If you fail to disclose an offence and Castletown Cricket Club Ltd or any affiliated organization is later informed of any undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of information is based on strict confidentiality and discretion.

1. Have you ever been convicted of any criminal offences or accepted and reprimands or cautions or Police warnings?

Yes No

If yes, please supply details of any criminal convictions / cautions / reprimands:

2. Are you a person known to any Social Services department as being an actual or potential risk to Children or Young People?

Yes No

If yes, please supply details of incident(s) and social services department involved:

3. Have you ever had a disciplinary sanction (from any sports or other organization’s governing body) relating to child welfare?

Yes No

If yes, please supply details of sport and the incident:

4. I have read the Castletown Cricket Club Ltd's Safeguarding Policy Statement :

Yes No (Date: _____)

I declare that the information given herein is correct to the best of my knowledge. I agree to notify Castletown Cricket Club Ltd of any pending prosecutions / cautions / warnings / reprimands or convictions whilst I remain in post.

Parent Helper to sign

Full Name: _____

Signature: _____

Date: _____

Castletown Cricket Club use only

Reference (please note that a parent helper requires a supporting reference from Castletown Cricket Club Ltd)
People who can act as a reference:

Committee Member (Chairman, Vice Chairman, Treasurer, President, Secretary)

Name: _____

Date: _____

Role: _____

I declare (to the best of my knowledge) that the information given from the parent helper herein is correct. On behalf of the Castletown Cricket Club Ltd, I support (Full Name) _____ application to act as a parent helper at Castletown Cricket Club Ltd activities

Signature: _____

Date: _____

Safeguarding Incident Report Form

Child's name: _____ Date of Birth: _____

Address: _____

Relevant medical condition/disability: _____

Home /parent's name and telephone number: _____

Date of incident/report/disclosure: _____

Time: _____ Venue: _____

If concerns were passed on by a third party, supply their details (name, contact no. etc.), and record what was said:

If the child/young person made a direct disclosure, describe the circumstances and record what the child said (using their words):

If concerns arise from your observations/actions, give details:

Name, role, relationship to the child and contact details (if known) of the alleged abuser(s):

Name, role and contact details of any potential witnesses to the alleged incident:

Any actions that you have taken(include name, role, agency and contact number for person(s) with whom this information has been shared, including parents, and any agreed actions):

Your name: _____ Role: _____

Contact number: _____

Signature: _____

Pass this form on to the Welfare Officer in line with Castletown Cricket Club Ltd's procedures.

Please ensure confidentiality and share your concerns on a strict need-to-know basis, and only in order to protect this child or other children.

You may wish to seek assurance by discussing your concerns with someone outside the club. The NSPCC provides a free 24-hour service on 0808-800-5000.

ECB Fielding Regulations

For reference, the ECB fielding Regulations are as follows:

No young player in the Under 15 age group, or younger, shall be allowed to field closer than 8 yards (7.3 metres) from the middle stump, except behind the wicket on the off side, until the batsman has played at the ball. For players in the Under 13 age group, and below, the distance is 11 yards (10 metres)

These minimum distances apply even if the player is wearing a helmet.

Should a young player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back.

In addition any young player in the Under 16 to Under 18 age groups, who has not reached the age of 18, must wear a helmet and, for boys, an abdominal protector (box) when fielding within 6 yards (5.5 metres) of the bat, except behind the wicket on the off side. Players should wear appropriate protective equipment whenever they are fielding in a position where they feel at risk

These fielding regulations are applicable to all cricket in England and Wales.

ECB Fast Bowling Regs

Captains are required to ensure that there is no infringement of the current bowling restrictions relating to the number of overs bowled by juniors. The following restrictions relate to fast bowlers who are defined as a bowler to whom a wicket keeper in the same age group would, in normal circumstances, stand back to take the ball. There are no restrictions relating to slow bowlers but captains have a duty to ensure such bowlers are not 'over bowled'. *A 'fast' bowler cannot switch to 'slow' within a game in order to bowl extra overs.*

Age max. overs per spell and max. overs per day

Up to 13	5 overs per spell	10 overs per day
U/14 & U/15	6 overs per spell	12 overs per day
U/16 & U/17	7 overs per spell	18 overs per day
U/18 & U/19	7 overs per spell	18 overs per day

NOTE – The UMPIRES are deemed to be the sole judges of whether a player is regarded as a fast bowler. Their decision within the context of the game shall be final.

ECB Guidance on the Wearing of Cricket Helmets (“Head protectors”) by Young Players

Since 2000 the ECB has issued safety guidance on the wearing of helmets by young players up to the age of 18.

This guidance applies to all players up to the age of 18, both in open age group cricket and in all junior cricket played with a hard cricket ball. The guidance also applies during all practice sessions. Any individual taking responsibility for players should take all reasonable steps to ensure this guidance is followed at all times.

With the assistance of schools, cricket clubs leagues and umpires, the wearing of helmets by young players is now standard practice in cricket throughout England and Wales.

Helmets are widely available and are covered by a British Standard (BS7928:1998) and a new specification, for head protectors on sale from Spring/Summer 2014 (BS7928/2013) – see below.

A face protector represents an alternative head protection system for young wicket keepers. Wicketkeeper face protectors are covered by British Standard (BS7929 – 2 :2009).

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions. Wicket keepers should wear a helmet with a faceguard, or a wicketkeeper face protector, when standing up to the stumps.

All young players should regard a helmet with a faceguard as a normal item of protective equipment when batting, together with pads, gloves and, for boys, an abdominal protector (box). All young wicketkeepers should regard a helmet with a faceguard or a face protector as a normal part of their protective equipment together with pads, gloves and, for boys, an abdominal protector (box).

There is no exception to be granted in this regard, in any form of cricket.

The ECB asks that this guidance is communicated to the parents, or guardians, of all young players through clubs and schools, and that young players are not allowed to bat or stand up to the stumps when keeping wicket against a hard ball without wearing appropriate protection.

Update: In March 2014 the following guidance was issued. This applies to head protectors worn by all cricketers.

NEW CRICKET HEAD PROTECTOR TESTING STANDARD (More commonly known as the Helmet testing standard)

The ECB, PCA and the ICC have worked with BSi and head protector manufacturers to develop a new specification for the testing of head protection for cricketers. This specification [was] approved by BSi Group, which is the national body responsible for producing appropriate safety standards in the UK.

With cricketers and bowling machines able to deliver cricket balls at high speeds, and given the obvious importance of protecting against head injuries wherever possible, head protectors are an essential part of a cricketer's kit.

It is important that individuals understand how the new specification [has applied] to head protectors on sale from Spring/ Summer 2014.

The key features of the new specification, BS7928:2013, are:

1. It now includes a facial contact projectile test that assesses for penetration of the ball through the faceguard, and contact of the faceguard onto the face, using realistic ball impact speeds and conditions; and
2. Head protectors have been tested separately against men's and junior sized cricket balls (a five-and-a-half ounce ball and a four-and-three-quarter ounce ball, respectively).

Head protectors that have been tested against the new standard will be clearly labelled with "BS7928:2013" and will contain clear labelling setting out whether a head protector has been tested against

- (i) men's standard ball size of 5 ½ ounces,
- (ii) junior standard ball size of 4 . ounces, or
- (iii) both men's and junior size balls.

The manufacturers have advised that there is currently no specific women's head protector and so there is no specific standard for women's cricket head protectors. As the size of the standard women's cricket ball is between the standard men and junior balls, it is recommended that women use head protectors that have been tested against both the men's and junior sized ball or at least against the junior size ball (as the smaller ball could potentially get through the gap above the face guard on a men's head protector).

From 30 June 2014, the old BSI standard for cricket head protectors (BS7928:1998) was withdrawn and the ECB therefore recommends that all new head protectors brought to market are tested against the new standard.

However, head protectors which have already been tested against the old standard can and will continue to be available for sale and will not be withdrawn from the market.

In light of this, the ECB has issued this guidance to ensure that the public understands the meaning and merits of the new specification (and consequent labelling that will soon be introduced) and therefore to enable the public to make an informed decision as to which head protector to use.

Finally, whilst the ECB considers that head protectors are an essential part of a cricketer's kit to mitigate the risk of injury, it must be remembered that wearing a head protector and faceguard (whether or not it has been tested against the new standard) cannot always prevent death, injury or disability.

For further information, please contact helmets@ecb.co.uk