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| **Fully Qualified Safeguarding Officer** | To be a fully qualified you need:   * an ECB registered DBS * Safe Hands Training * Safeguarding Young Cricketers Training or Safeguarding and Protecting Children   If you need to complete SYC online youcan do so by registering for the FREE and easy online course [here](https://booking.ecb.co.uk/d/xtq4f4)…  <https://booking.ecb.co.uk/d/dkq8pw>  You will then need to wait 48 hours for the course to be available to you. **To access the course,** go to: <https://elearning.ecb.co.uk/login/index.php> and log in.  (Any log in issues, email [elearning@ecb.co.uk](mailto:elearning@ecb.co.uk) for assistance).  Once in, you will have access to your own ECB eLearning platform which may well have a variety of personal development courses that people can complete at their leisure – no expectation to complete anything else, the rest is of use if you want it to be.    On the top left of the screen, you will have four buttons, Dashboard, Courses, Profile, Troubleshooter – choose**Courses**  This will bring up a new page with a number of course buttons, select the blue **ECB Welfare Safeguarding button**.    You may have a number of courses listed; you need to click on **Safeguarding Young Cricketers**.    On this page, under the title “Safeguarding Young Cricketers Module” you will see a **yellow box and the word safeguarding** – click that.    On the next page you will start the course when you click “**Enter**”.    The Course should take about 45 minutes.  I will be able to see who completes and when on the ECB system, so no need for people to send me certificates or tell me when done.  Tip – there is a test at the end, so we encourage people to pay attention! |
| **Slides** | Attached you will find a PDF of the slides – please share or discuss these with your committee.  Remember, safeguarding is everyone’s responsibility, and the buck stops with the Chair. |
| **To Do List** | We gave you a to do list during the course, a copy is attached to the email. |
| **Support** | You are not alone here; safeguarding is a club responsibility. Alongside your committee, Herefordshire Cricket are here to help and support. [safeguarding@herefordshirecricketltd.co.uk](mailto:safeguarding@herefordshirecricketltd.co.uk) |
| **Links** | Your first stop for any safeguarding enquiries should be the Herefordshire Cricket Website .  At the top of the page is a link to a number of safeguarding pages, FAQ’s and useful information.  **More information is being added all the time.** |
| **DBS** | The ECB has some additional DBS information that isn’t visible on their website, so here is the [link to this specialist area](https://ecbcs.zendesk.com/hc/en-us).  There is a lot of information present for DBS in particular.    The publicly visible ECB DBS site has more info [here](https://www.ecb.co.uk/about/policies-and-regulations/safeguarding/safer-recruitment).  This includes a list of what roles need a DBS at your club.    We strongly recommend that you become a DBS Verifier (if you are not already).  You can have several at your club if that would help you – provided people have an ECB DBS themselves, they can become verifiers.  Herefordshire Cricket can authorise this, contact [kirstysockett@herefordshirecricketltd.co.uk](mailto:kirstysockett@herefordshirecricketltd.co.uk) Being a verifier is easy and free!  If anyone attending can’t get into their account (they will lock after a long period of inactivity), then ask Herefordshire Cricket to unlock you. |
| **Who has a DBS?** | To find out who has a DBS at your club and/or when DBS’s expire, your Safeguarding Officer or staff at Herefordshire Cricket can help. They will need details of the individual FULL name (no nicknames, must be name as it appears on their legal docs) and ideally their DOB to help them locate the individuals on the system.  SHMS (Safe Hands Management System) will do this for those who have it, for the rest of you, SHMS will be coming your way, with roll out over the next 18 months. |
| **Policies** | The ECB (and we) recommend that as a minimum you have in place:   * Safeguarding Children Policy * Managing Concerns * Safeguarding Information for Children, Young People and Parents * [Codes of Conduct](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/ee3b6f0a-3479-4439-896a-17bdd822eec7/4b_Coaches_Code_of_Conduct_2018.pdf) and also [here](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/502ed296-a177-437c-8dfd-709c0df11dcf/4_Code_of_Conduct_for_Cricket_Club_Members_and_Guests_2018.pdf) * Whistleblowing Policy * Health and Safety Policy * Anti-bullying Policy * Recruitment Process * Social Media Guidance (vital!) * Listening to Children * [Player Registration Form](https://platform-static-files.s3.amazonaws.com/ecb/document/2019/03/04/32c5b240-0907-4770-ac1f-75ffc7437be3/7_Junior_membership_form_GDPR_compliant_2018.pdf) (GDPR complaint) * SG Adults Policy (draft not online yet – will follow)   You will find links to these templates [here](https://www.ecb.co.uk/safeguarding/safeguarding-resources).  No need to reinvent the wheel, simply download the relevant policy, amend it to your club needs and facilities and make it work for you.  Remember, a policy that doesn’t ground operationally is just a piece of paper. |
| **Skills Matrix** | We talked during the session about the need to have a Skills Matrix, I attach a blank copy as well as an Excel spreadsheet.  You should use whatever system you feel works best for you, but I would suggest that for now (whilst SHMS develops), you may want to run both SHMS and the Skills Matrix. |
| **Video Links** | Receiving a Disclosure - <https://www.youtube.com/watch?v=bvJ5uBlGYgE>  My Magic Sports Kit – <https://www.youtube.com/watch?v=40Qyqk56t0Y>  Inclusion – <https://cricketwales.org.uk/retaining-junior-players> |
| **Minimum Standards 2022/3** | We have had minimum standards for quite some time, i.e., who needs a DBS, who needs Safeguarding Training and so on.  We have come a long way here, but we still have work to do.  As your National Governing Body we have issued expectations for minimum standards for 2022.  For 2023 these will be mandated for all of our clubs with a penalty process in place run through the leagues.  We don’t want to issue any penalties (far from it), but we have to have the ability to penalise clubs that are unsafe and who refuse support.  This is all about obtaining a safe environment which I know you will agree is essential.  The minimum standards are that ALL clubs:     1. Must have SHMS Administrator registered with ECB and active (when access afforded) 2. Must fully list all Club Safeguarding Officers, Captains and Coaches and other relevant roles on SHMS 3. Club Safeguarding Officer must have ECB registered DBS, Safe Hands and SPC/SYC or replacement 4. Junior Team Managers must have an ECB registered DBS and SPC/SYC or replacement 5. Captains (& regular stand ins) must have an ECB registered DBS 6. ALL Coaches must have a Coaching Qualification, ECB registered DBS, SPC or SYC or replacement.   The rules regarding First Aid expectations have changed.  New expectations have been agreed by the ECB and by the Cricket Wales Board, we are finalising the detail of the circulation, and this will come out to clubs very shortly. |
| **Reporting a concern** | We discussed the ‘Red Zone’, if you think that someone is at risk, may be a risk to others, or that abuse may have occurred – this must be reported.  I attach the Reporting Form that the ECB circulate.  You can of course complete this and send to [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk) if you wish, but I am equally comfortable with you phoning the police, **Susanna McFarlane** HCL Director of Safeguarding [safeguarding@herefordshirecricketltd.co.uk](mailto:safeguarding@herefordshirecricketltd.co.uk) or the ECB <https://www.ecb.co.uk/about/policies-and-regulations/safeguarding/share-a-concern> .  The bottom line is that we must report concerns, this isn’t accusing anyone of anything, merely passing on a concern.  If in doubt – please report and remember **Respond, Record, Report**.  Please don’t worry about having to deal with lots of cases, they are rare, with only 1 case in every 15 clubs on average.  Even when these do occur, the ECB will own the ‘tough stuff’ and will absolutely be available to you and your committee for support. |
| **Your work** | We ran the group exercise looking at 6 areas:  Policies and Procedures  Safeguarding Visibility  Safe Recruitment  Minimum Standards  Listening to Children  The role of the CSO  I attach a PDF of your flipcharts to refresh your memories and hopefully give you some ideas moving forward. |

Your role as a Club Safeguarding officer is so important – Thank you for all that you do #makeadifference

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Claire Langford

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