CRICKET IRELAND

Safeguarding Policy and Guidance

APRIL 2023

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- Sport Ireland
- Child Protection in Sport Unit – NSPCC
- Access NI
- Garda Vetting Bureau
- Various stakeholders in
  - Connacht Cricket Union
  - Cricket Leinster
  - Northern Cricket Union
  - North West Cricket Union
  - Munster Union

1. Glossary

1.1 Glossary of Terms

The glossary of terms shown below is based on the principles set out in Children 1st and Co operating to Safeguard Children and Young People, these are guidance for inter-agency work to safeguard and promote the welfare of children.

Safeguarding and promoting the welfare of children	This is the process of protecting children from maltreatment, preventing impairment of health and development, and ensuring they grow up in circumstances consistent with the provision of safe and effective care ensuring children have optimum life chances and enter adulthood successfully.
Child Protection	Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect children. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.
Abuse	In the context of this manual "abuse" is given to mean a variety of different types of abuse and not simply abuse of a sexual manner. For definitions of the different types of abuse please see pages 12-14.
Children & Young People	A child or young person is defined by the law in both jurisdictions as a person under the age of 18 years who is not married.
Parent / guardian	For the purposes of this document when referring to parent/guardian, the term is used to include parents, legal guardians, and/or carers.
Bullying	Defined as "unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time".

1.2 Glossary of Abbreviations

CI	Cricket Ireland
Sport NI	Sport Northern Ireland
SI	Sport Ireland
CGP	Code of Good Practice
CPSU	Child Protection in Sport Unit
DBS	Disclosure Barring Scheme
LP	Liaison Person
NSO	National Safeguarding Officer
CCO	Club Children's Officer
DLP	Designated Liaison Person
PUDLP	Provincial Union Designated Liaison Person
ANI	Access NI (Northern Ireland)
NVB	National Vetting Bureau (Republic of Ireland)

2. Cricket Ireland's Policy Statement on Child Safeguarding

- Cricket Ireland is committed to ensuring all children, have a safe, positive and fun experience, whatever their level of involvement in cricket. The welfare of all children is paramount
- All children, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy cricket in an environment within cricket that is safe from abuse of any kind.
- Cricket Ireland recognises the importance of safeguarding children 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 of children
- Cricket Ireland is committed to ensuring that there are correct and comprehensive procedures for responding to, recording, and reporting child safeguarding concerns
- Cricket Ireland will work with all relevant parties to ensure all suspicions and allegations are taken seriously, managed and dealt with swiftly and appropriately in line with Cricket Ireland policies and procedures and any statutory guidance
- It is mandatory that all Cricket Unions, affiliated leagues and clubs adopt and implement the CricketIreland Child Safeguarding Policy, they will be supported to do so through education and training
- All affiliated clubs in the ROI must appoint a Club Children's Officer and a Designated Liaison personto ensure that appropriate procedures are followed
- All affiliated clubs in Northern Ireland must appoint a Club Children's Officer
- Cricket Ireland recognises the responsibility of the statutory agencies and is committed to working with all relevant personnel to comply with their procedures and statutory guidance
- Cricket Ireland is committed to promoting safe, recruitment procedures and good practice for individuals working within cricket whether in a paid or voluntary capacity
- Cricket Ireland 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
- Cricket Ireland recognises that it is not the responsibility of those working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns

It is important to understand that safeguarding should not be viewed as a stand-alone process, which sits in isolation from other activities within cricket. Safeguarding is about creating a culture, which is fully integrated and helps direct the game and the provision of services that are offered to participants. Safeguarding in cricket is based upon the concept of providing an enjoyable environment tailored to the needs and requirements of children.

From a legislative perspective, there is clear statutory guidance about the arrangements which must be in place in any organisation that provides services for, or works with, children. A policy decision has been taken by Cricket Ireland to work to the highest standard of guidance in all locations throughout the Northern Ireland and the Republic of Ireland where Cricket Ireland is the Governing Body.

Child safeguarding responsibilities at club level

Cricket Ireland, as cricket's Governing Body in Ireland has produced this guide to provide information and steps to be taken to safeguard and protect children involved in cricket. However, it is vital that responsibility and ownership for child safeguarding is shared and that not only the governing body, but each individual Provincial Union, club staff and volunteers implement Cricket Ireland's approach and procedures for child safeguarding.

It is vital that all personnel in a position of responsibility such as coaches, recruiters and managers take ownership for ensuring that the child safeguarding measures described in this manual are implemented consistently at a club level.

This guide details Child Safeguarding areas under which Cricket Ireland requires specific actions and responsibilities of each of its clubs.

This guide takes into account relevant legislation and statutory guidance at the time of publication. It does not intend to make the reader an expert on the legal framework, or the subject of safeguarding, but instead it offers practical guidance for those involved in providing cricket activities for children, aiming to increase general awareness of both mandatory requirements and good practice.

It is a mandatory requirement for every club affiliated to Cricket Ireland to adopt the manual and its policies and develop their own Safeguarding Policy Statement.

The guide is based on the guidelines and legislation outlined in the following documents:

- The Code of Ethics and Good practice for Children's Sport, Irish Sports Council and Sport NI, 2019 (COE reviewed in 2019)

For Republic of Ireland Clubs should reference:

- Children First Act. 2019
- Our Duty to Care, Dept. of Health & Children 2002
- Criminal Law (sexual offences) Act 2006 The Protection for Persons Reporting Child Abuse Act 1998
- The National Vetting Bureau Act 2012 Children First Act 2019

For Northern Ireland Clubs should reference:

- Children (NI) Order, 1995
- Co-operating to Safeguard Children and Young People (CtSC&YP) 2017
- Area Child Protection Committee Regional Policy and Procedures, 2005
- Keeping Children Safe - Our Duty of Care, 2022
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012) Sexual Offences (NI) Order 2008
- Criminal Law (NI) Act 1967 Protection of Freedoms Act 2012

Safeguarding or Child Protection:

The term child protection has been extended to safeguarding because it reflects the wider responsibility for health, safety and prevention as well as protection from abuse. It may be defined as: Doing everything possible to minimise the risk of harm to children and young people.

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This includes as an example:

- Ensuring staff/volunteers are properly vetted as part of their roles
- Guidelines for people who come into contact with children as part of their roles
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

The Sport NI website contains a range of resources in relation to safeguarding and good practice. These documents are targeted at club level in minor sports who do not have a governing body. For the avoidance of doubt CI affiliated clubs should refer to https://www.cricketireland.ie/get-involved/safeguarding in this manual which replaces any documents found in the resources section of the Sport NI website.

3. Cricket Ireland's Safeguarding Statement

Each club must display its own Child Safeguarding Policy Statement (example template provided in 'Policies section') demonstrating its commitment to child safeguarding and follow the steps detailed in this manual.

Cricket Ireland is a National Governing Body providing sporting activities and opportunities for children and young people through participation in clubs, regional/provincial events and through our national teams. Cricket Ireland offers sporting activities to children and young people from the age of four years old.

Cricket Ireland is committed to safeguarding children and by working under the guidance of our Safeguarding Policies and procedures, our staff, both volunteers and employed working with our children and young people, seek to create a safe and fun environment for children and young people to participate in sport.

Cricket Ireland's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks.

Cricket Ireland's Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2019, **(the Children First: National Guidance for the Protection and Welfare of Children (2017), and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice)**. Each Cricket Club under the NGB publishes their own Club Child Safeguarding Statement.

In addition to our risk assessment Cricket Ireland has further procedures that support our intention to safeguard children while they are availing of our activities.

Cricket Ireland has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities;
- Procedures for the safe recruitment and selection of staff and volunteers to work with children in our activities;
- Procedures for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities;
- All procedures/policies listed are available on Cricketireland.ie.

The Mandated Person for Cricket Ireland is Isreal Ibeanu.

We recognise that implementation is an ongoing process. We are committed to the implementation of this Child Safeguarding Statement and the accompanying child welfare safeguarding policies and procedures that support our intention to keep children safe from harm while participating in our activities. This Child Safeguarding Statement will be reviewed on 31/03/2025 or as soon as practicable after there has been material change in any matter to which the statement refers.

This statement is published on the Cricket Ireland website and displayed in a prominent place on the premises. It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and members of the public if requested.

Isreal Ibeanu
Cricket Ireland National Safeguarding Officer
Date: 15/02/2024
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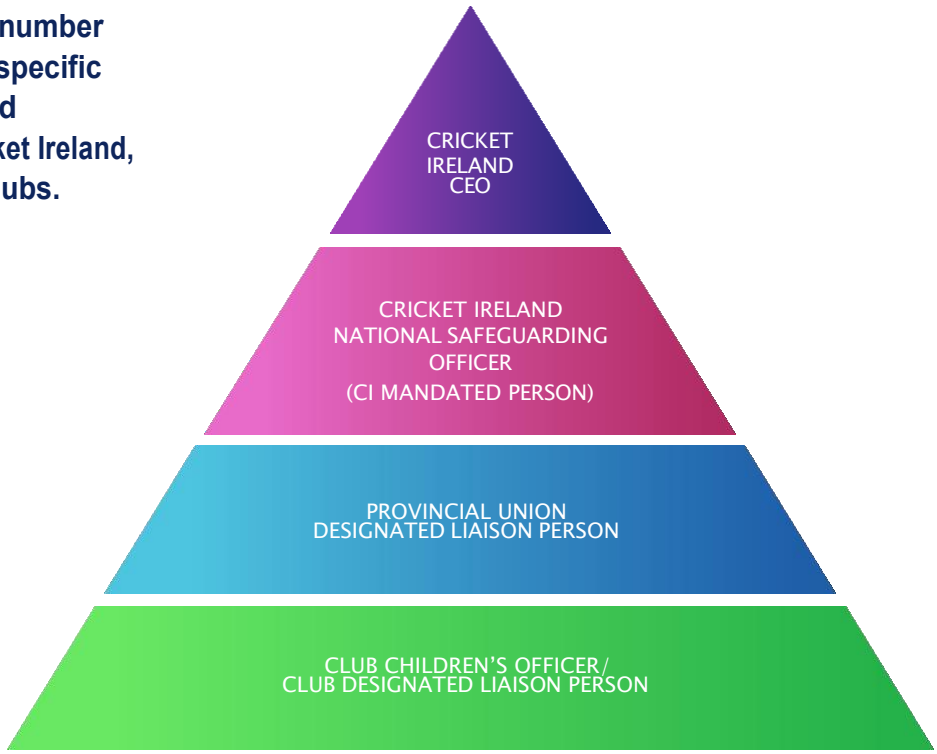
For further information on the above please contact :Isreal Ibeanu
Email: isreal.ibeanu@cricketireland.ie

4. Cricket Ireland Safeguarding Structure

Within Cricket there is a number of individuals who have specific responsibilities for Child Safeguarding across Cricket Ireland, Provincial Unions and Clubs.



CRICKET IRELAND

The National Safeguarding Officer is both The Designated Liaison Person (DLP) and the Mandated Person and is the most senior authority with overall accountability for ensuring that any potential issues are reported appropriately and that legislative requirements are complied with at Cricket Ireland.

The National Safeguarding Officer coordinates a team of individuals which are tasked with raising and reporting any child safeguarding concerns, and which actively supports and audits the implementation of child safeguarding at club level as follows:

The role of the NSO is as follows:

- To be the delegated authority and be responsible for and manage day to day child safeguarding issues within the organisation.
- To be responsible for updating the content of the Cricket Ireland Child Safeguarding manual and its policies and procedures and advise accordingly
- The policy is the responsibility of the Board to keep up to date with all relevant Government legislation across Ireland in relation to Safeguarding and informs the organisation of any policy changes accordingly
- To make the decision when to involve the CEO in child safeguarding issues
- To ensure that Cricket Ireland Designated Liaison Persons and Children's Officers are appropriately trained and supported to manage child safeguarding issues

To ensure that Cricket Ireland audits and reports on child safeguarding issues as appropriate and in accordance with its Board agreement.

PROVINCIAL UNION

Provincial Union Designated Liaison Person

The five Provincial Unions each have a Provincial Union Designated Liaison Person (PUDLP). The role of the PUDLP is to ensure all clubs within the union meet their child safeguarding requirements, and to be the first point of call for any child protection concerns beyond the individual Club Children's Officer (see below) and to liaise directly with the National Safeguarding Officer. Names and contact details of the current incumbents are available on the Cricket Ireland website (www.cricketireland.ie) or can be obtained by contacting CI on +353 1 894 7614.

Provincial Union Designated Liaison Person responsibilities

- Have knowledge of this Child Safeguarding Policy and guidance and Code of Good Practice and statutory guidelines
- Assist the National Safeguarding Officer with relevant child safeguarding tasks at a NI or ROI regional level including auditing compliance and reporting back on child safeguarding issues
- Be familiar with and carry out reporting procedures as outlined
- Be aware of national and local services responsible for safeguarding
- In conjunction with the NSO, to inform statutory authorities of relevant concerns about children within a Provincial cricket setting
- In conjunction with the NSO, to liaise with Statutory Authorities and other agencies as appropriate
- In conjunction with the NSO, to ensure that coaches/managers are aware of any allegations against them after consulting statutory authorities when relevant
- To ensure that an individual case record is maintained of action taken by the Provincial Union, the liaison with other agencies and the outcome. To undertake training in relation to safeguarding
- To communicate with Club Children's Officer to ensure the distribution of the Code of Good Practice. To assist in the development of a record-keeping system which maintains confidentiality while allowing for appropriate information to be passed on to relevant authorities where necessary
- To assist with the ongoing development and implementation of Cricket Ireland's safeguarding needs

CLUB

Designated Liaison Person (Club)

- The Designated Liaison Person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where a child is in immediate danger and TUSLA/HSCT cannot be contacted, you should contact An Garda Siochana/Police Services Northern Ireland
- The Designated Liaison Person should ensure that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments

Club Children's Officer

Each club should have an individual appointed as the Club Children's Officer (see template role discription). The role of the Club Children's Officer is as follows:

- To promote the values, attitudes and structures which make sports enjoyable for young people
- To have knowledge of the Child Safeguarding Guide, Code of Good Practice and statutory guidelines
- To be the first point of contact at a club level for any children, staff/players or parents/ guardians with child safeguarding concerns
- To be aware of national and local services responsible for safeguarding
- To raise any serious child safeguarding concerns with TULSA /HSCT (see template role discription)
- To be familiar with, and following discussion with the PUDLP or NSO, carry out reporting procedures as outlined in the guidance document
- To ensure that records are kept in a secure location and access is on a "need to know" basis
- To commit to attendance at appropriate training
- To co-ordinate the training of others at club level
- To circulate relevant information and resource materials at a club level

In addition, a poster format has been created to be displayed in each club communicating Cricket Ireland's child safeguarding procedures and key personnel within Provincial Unions.

5. Definition of Abuse

All those involved in children's sport have a responsibility to be able to recognise and respond to signs and indicators of child abuse.

Guidance – defining abuse

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, by a stranger. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for children.

The definitions of abuse are detailed below:

Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

Sexual abuse

Sexual abuse occurs when a child is used by another person for their gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse mainly come to light through disclosure by the child or their siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification

- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
  - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, or other media) or the manipulation, for those purposes, of an image by computer or other means]
  - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
  - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Non forced sexual activity involving an adult and an underage person

Emotional abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/guardian/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent/guardian or caregiver. Emotional abuse can also occur when the adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent/guardian or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on their behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to their age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Neglect

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with many socio-economic factors but not necessarily caused by it. It is however strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent/guardian or carer. This may become apparent if a child is seen over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Exploitation (NI)

This is a fifth type of abuse that is defined in NI only. It is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. Exploitation of a child extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature. (CtSC&YP 2017)

Physical Indicators:

- Have access to money that cannot be accounted for
- Using alcohol or drugs
- Getting collected in cars by unknown adults

Behavioural Indicators:

- Staying out late or overnight
- Change in peer group friends
- Being secretive
- Being withdrawn from family

6. Guidelines

6.1 Common indicators of abuse

When reading the information outlined in this section, everyone MUST remember the following key point:

It is not the responsibility of those working in cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

All those in cricket who work with children need to be aware of indicators of abuse to ensure that the Provincial Union/Club provides an effective safeguarding and protection programme.

Indications that a child is being abused can include physical and/or behavioural signs which may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury and the explanation for it seem inconsistent
- The child describes what appears to be an abusive act involving themselves
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends
- Stops, or is prevented from, socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Excessive fear or paranoia of making mistakes.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but may be indicative of a need to report concerns.

Some changes in behaviour can be caused by changes at home, for example, if a bereavement occurs. Parents/guardians/carers are strongly encouraged to inform the coach or Club Children's Officer of any significant changes which may affect the behaviour of their child.

6.2 Reporting suspected or disclosed child abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- Report the matter as soon as possible to the DLP with responsibility for reporting abuse. If the DLP (Club DLP or PUDLP) has reasonable grounds for concern, they will make a report to TUSLA/HSCT/ social services who have statutory responsibility to investigate and assess suspected or actual child abuse

- In cases of emergency, where a child appears to be at immediate and serious risk and the DLP is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- If the DLP is unsure whether reasonable grounds for concern exist they can informally consult with TUSLA/HSCT. They will be advised whether or not the matter requires a formal report
- A Designated Liaison Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation
- In instances where the Designated Liaison Person finds that they do not have reasonable grounds for reporting a concern to the Statutory Authorities, the member who raised the concern should be given a clear statement by the Designated Liaison Person of the reasons why this decision was taken. The member should be advised that if they remain concerned about the situation, they are free to consult with, or report to, the Statutory Authorities
- It is best to report child abuse concerns by making personal contact with relevant personnel in the Statutory Authorities and then to follow up in writing

6.3 Response to a child disclosing abuse

- Advise the child that it is not possible that any information will be kept a secret
- Deal with allegation(s) of abuse in a sensitive manner by listening to and facilitating the child, but that confidentiality will be maintained
- Stay calm
- Do not make any judgmental statements about the person against whom the allegation(s) is being made
- Do not prioritise or discount any abuse(s) being reported to you. Abuses may be in a series and may be multiple
- Use open questions such as "Can you explain what you mean by that?" Let the child tell the story in their own words
- Give the child a general indication of what will happen next such as informing parents/guardians, TULSA/HSCT/Social Services

6.4 Internal allegations within cricket

If an allegation is made against a manager/coach/selector/volunteer working within cricket (Cricket Ireland, Provincial Unions or Clubs) the following procedures will be followed:

- The reporting procedure in respect of suspected child abuse.
- The procedure for dealing with an allegation against a sports leader or volunteer

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. All necessary steps must be taken to protect children within the care of cricket. (see section on Case Management)

The issue of confidentiality is important. Information is on a need to know basis and the person against whom the allegation is made should be treated with respect and fairness.

Steps to be taken:

- Advice to be sought from local duty social worker with regard to any action necessary to protect the child who may be at risk
- Matter reported to local statutory authorities by Designated Liaison Person
- After consultation with statutory agency, in appropriate cases the Chairperson of the Club and the Designated Liaison Person should privately inform the person that
  - An allegation has been made against them and
  - The nature of the allegation. They should be afforded an opportunity to respond, and to be accompanied by another adult
- The person will be asked to step aside by the Club Chairperson. The person must do so pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings
- All persons involved in a child protection process (the child, their parents/guardians, the alleged offender, their family, management teams) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- The Club Designated Liaison Person should inform the Provincial Union Designated Liasion Person that a member/leader has been asked to stand down. The PUDLP should inform the NSO as promptly as is possible. They should keep in touch until there is a definitive outcome from statutory authorities.
- Please note the Club DLP can also contact the NSO directly
- The NSO and the PUDLP and Club DLP will work together in conjunction with the authorities to ensure all correct safeguarding parameters are in place
- Any investigation by statutory agencies takes priority and until that comes to a conclusion, no disciplinary actions can be taken.
- A Disciplinary committee can consider disciplinary action against the member/leader after the statutory agency have completed their investigation
- The Club Chairperson and Designated Liaison Person will consider the outcome(s) of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future. This case can go to the National Safeguarding panel

6.5 Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare concerns or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

- A promise of secrecy cannot be given, as the welfare of the child will supersede all other considerations but confidentiality will be guaranteed
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed in a sensitive manner to the parents/guardians of the child about whom there are concerns
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality

6.6 Anonymous complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children are paramount.

Any such complaints relating to inappropriate behaviour should be brought to the attention of the Children's Officer or the Designated Liaison Person. The information should be considered and handled in a confidential manner. Advise should be sought from statutory authorities if information reaches this level of concern.

6.7 Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Liaison Person or the Children's Officer and considered without delay.

6.8 Legal protection

Protection for Persons Reporting Child Abuse, 1998 (IRL)

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardai. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Boards or any member of An Garda Siochána;
- The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
- The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland there is legislation, (the Criminal Law Act (NI) 1967) which places the responsibility on everyone to report offences or to forward information to the police by emphasising the, 'duty of every other person, who knows or believes,

- that the offence or some other arrestable offences has been committed: and
- that they have information which is likely to secure, or to be material assistance in securing the apprehension, prosecution or conviction of any person for that offence'

6.9 Responding to Non-Recent Allegations of Abuse

It is possible that non-recent allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator. Any non-recent allegations must follow the current CI safeguarding procedures. If there are grounds for concern then statutory authorities must be informed (Police or TUSLA/HSCT Gateway Teams).

The following points should also be considered;

- Clearly establish with the adult complainant if there may be any children currently at risk of harm from the person they are saying abused them as a child.
- Advise the person making the complaint that they should inform the Garda/Police. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience as a child. It is important that the person knows that there is a likelihood that an

abuser will not have stopped abusing after their individual abuse ended and if the person harmed them they could be continuing to cause harm to others. This should be done without reinforcing the inappropriate guilt the survivor may already have for not coming forward earlier.

- If the complainant refuses to talk to the statutory authorities but has provided you with enough identifying factors then this information MUST be shared with the Garda/Police. This breach of the complainants' confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e. they are alive). Remember, the welfare of any children currently at risk is paramount. This must take priority over any request of confidentiality from the person providing you with the information/complaint. This should be explained to them at the earliest possible stage
- Offer support to the complainant when making a formal complaint to the police. Signpost the complainant to support agencies that can provide counselling for example; NEXUS http://www.nexusni.org/
- Belfast 028 9032 6803
- L'derry 028 7126 0566
- Enniskillen 028 6632 0046

When an adult making a complaint chooses not to report the matter to the police and you have already discussed the possibility of any child still being at risk you MUST follow organisations reporting procedures and inform the PSNI or TUSLA/Gateway Team immediately of any identifying features of the allegation including the name of the alleged abuser. The person making the complaint should be informed that this is the organisations moral and legal responsibility (Criminal Law Act 1967 in NI and the Protection of Persons Reporting Child Abuse 1998 in Ireland). If the individual wishes to remain anonymous this should be respected but again explaining that without any further cooperation there may be little action the Garda/Police can take to protect others. Encourage them to talk directly to the TUSLA/Gateway Teams, if not the Garda/Police, in order to enable social services to consider if there is any action they can take to protect children at risk, as their threshold for intervention is lower than the evidence required for any criminal justice prosecution.

6.10 Duty to Refer NI only

Under the Safeguarding Vulnerable Groups (NI) Order 2007 organisations have a legal duty to refer information to the Disclosure and Barring Service (DBS) formally the Independent Safeguarding Authority (ISA) in certain circumstances. In all cases there are two conditions, both must be met to trigger a referral to the DBS by a regulated activity provider i.e. a sports club/governing body working with young people or vulnerable adults. A referral must be made to the DBS when a club / organisation:

a. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
b. they think that the individual has:
   - engaged in relevant conduct;
   - satisfied the Harm Test; or
   - received a caution or conviction for a relevant offence

If both conditions have been met the information must be referred to the DBS.

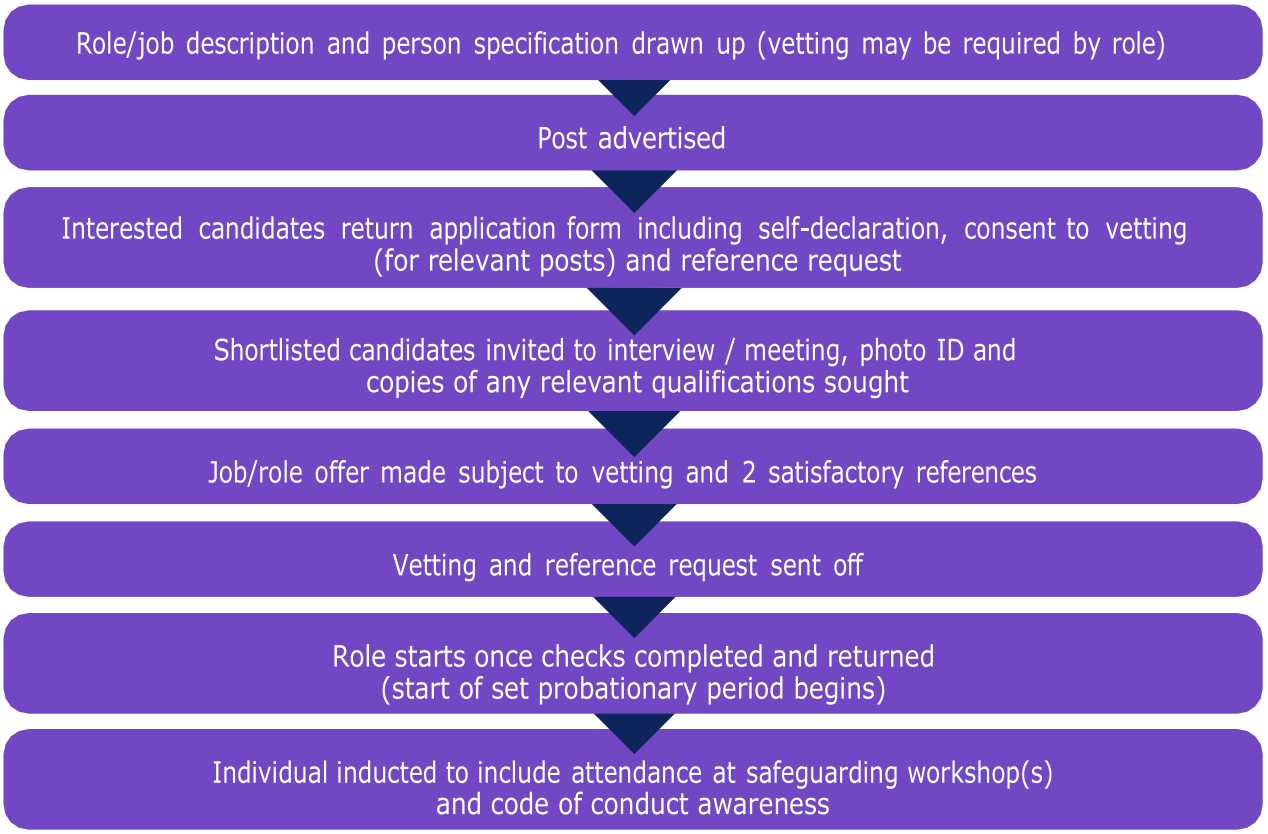
The referral should be made to the DBS when the regulated activity provider has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and in following good practice, consulted with their Health and Social Care Trust.

7. Best Practice Safe Recruitment

Policy Statement

At Cricket Ireland the welfare of children playing our sport is of paramount importance. As the Governing Body, Cricket Ireland is committed to taking all reasonable steps to ensure that people working with children are suitable and appropriately qualified. Recruitment and selection procedures outlined below apply to all persons with substantial access to children, whether in a paid or voluntary capacity.

Procedure for recruiting staff



Role/Job descriptions and person specifications

Prior to any recruitment taking place, all posts must have a job/role description and person specification drawn up.

The job/role description describes the main tasks and responsibilities of the role and the person specification will detail the essential and desirable criteria required in suitable candidates. The roles description should highlight whether Garda/ANI vetting is or is not mandatory for this role. Candidates will be short listed for consideration against the agreed criteria.

Advertising

A significant amount of Cricket Ireland's recruitment will involve advertising on the open market. However it is vitally important that the correct recruitment procedure including vetting, photographic identification and reference checks is followed to ensure Cricket Ireland can exclude any inappropriate applications and provide advice to clubs.

Application form

An application form should be used which provides all the information on an applicant that is required. Templates for different application forms for permanent staff and volunteers can be found on the Cricket Ireland website. CVs can allow individuals to avoid revealing certain information such as previous criminal records and must not to be accepted, unless as an addition to the recommended application form.

Photographic proof of identification

As part of the organisation's commitment to safe recruitment, all candidates must be asked to provide proof of identification at the recruitment stage. Suitable identification includes a passport, driving licence or birth certificate. The original identification must be produced at all times.

Checking competency and qualifications

As part of Cricket Ireland's commitment to child safeguarding, details of qualifications are to be checked and a copy retained on file. Competency to perform to required standards will also be checked at recruitment through the application for written references from two individuals who can vouch for the applicant's suitability to work with children. For a paid post, one of these should be the most recent employer. For club appointments this process should also be undertaken. Setting a probationary period (six months for staff or long-term volunteers) which can be used to assess the leader's commitment to promoting good practice in relation to young people.

Vetting

In this section the word "vetting" refers to the process of checking for evidence of any relevant convictions against an individual, whatever the jurisdiction. Vetting checks in **Northern Ireland** are carried out by Access NI and Cricket Ireland is registered with Access NI for the purposes of obtaining such checks. In the **Republic of Ireland** the equivalent checks are carried out by the National Vetting Bureau.

In the UK there is a definition of activities that require vetting known as "Regulated Activities" (see following section defining Regulated Activities). Cricket Ireland and any club in NI has a legal duty not to knowingly recruit a barred person into a regulated post and the organisation/club could be open to prosecution if it did so. This responsibility also falls to those at club level when recruiting coaches and volunteers into regulated activities. Therefore, the only way to ensure we do not do this is to undertake an AccessNI or equivalent check, which will check against disqualification lists.

In the Republic of Ireland, Cricket Ireland and clubs have a specific responsibility under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to carry out mandatory vetting of persons participating in cricket. The National Vetting Bureau act defines those who must be vetted more broadly than the UK "regulated activity" and stipulates that vetting must be carried out on anyone providing "any work activity which consists of the provision of education, training, cultural, recreational, leisure, social or physical activities (whether or not commercial or any other consideration) to children." Further information about the procedure for undertaking vetting in NI can be found at https://www.nidirect.gov.uk/ or on the Cricket Ireland website.

Roles that Require Vetting

- Coaches involved with children (whether volunteer or paid)
- Any other volunteers involved with children who meet the 'Regulated Activity' criteria
- Staff who manage the above coaches and volunteers
- Staff who work as managers or supervisors and meet the 'Regulated Activity' criteria
- All drivers who transport children and meet the 'Regulated Activity' criteria
- First Aiders/Physiotherapists/Medical Support
- Umpires and Scorers who meet the 'Regulated Activity' criteria
- All club grounds keepers who meet the 'regulated activity' criteria

However, not all roles are as well defined but if a person is in a position to build a relationship of trust with a child through their role of supervising or instructing they should be vetted. If clubs are unsure they should contact their Provincial Union Designated Person or the Cricket Ireland Safeguarding Officer.

Guidelines in order to assess other roles for Vetting

What is regulated activity? [1]

The following is a summary of regulated activity as relevant to those working with children in the sports sector. The full definition of regulated activity (i.e. work that a barred person must not do) is defined in the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

Working in a paid or voluntary capacity with children is a regulated activity if (a) it is one of the activities listed below and (b) is done "regularly".

(a) The activities include:

- Teaching, training or instruction; Care or supervision;
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being;
- Moderating a public electronic interactive communication service likely to be used wholly or mainly by children;
- Driving a vehicle being used only for conveying children and carers or supervisors;

Day to day management or supervision on a regular basis of a person carrying out one of the activities listed above is also a regulated activity.

Activities that are excluded from the definition of regulated activity are;

- Activity or participation of children that is merely incidental to what would normally be an adult activity.
- Supervised activity – an individual who is under reasonable day to day supervision by another person engaging in regulated activity.

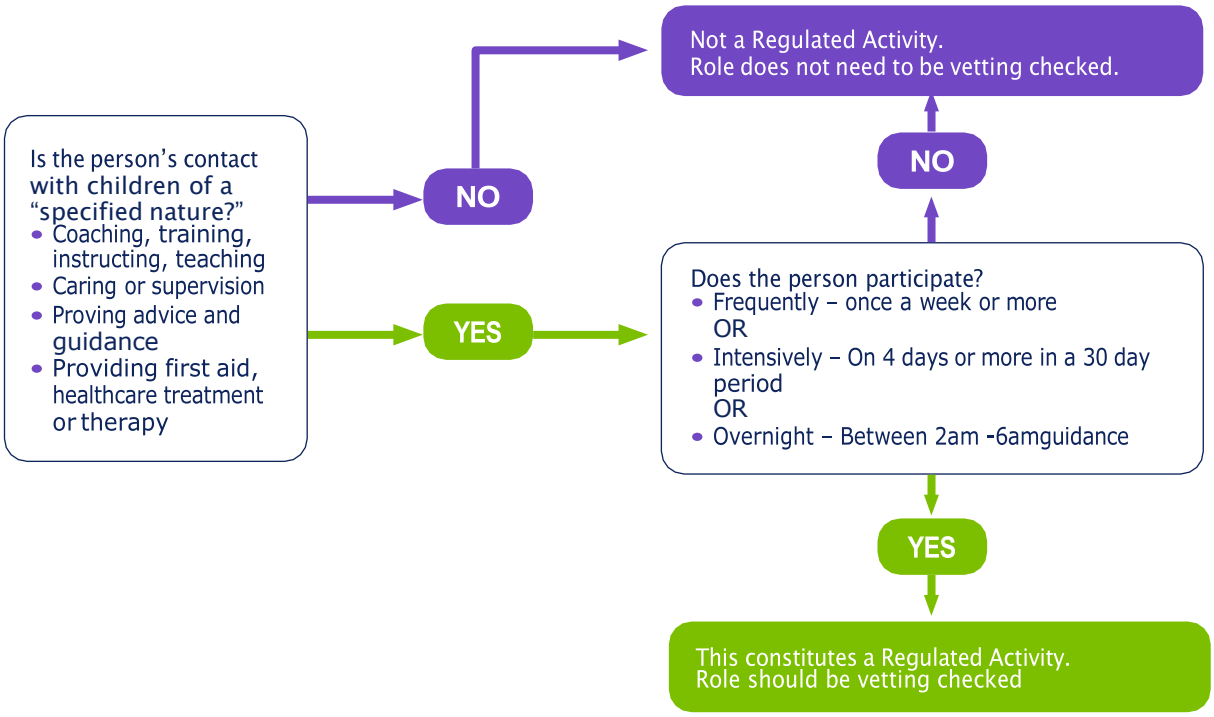
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children. This is the "peer exemption".

(b) 'Regularly' is defined as: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight*.

* Definition of "overnight":- In relation to teaching, training or instruction; care or supervision; or advice or guidance, it is also regulated activity if carried out (even once) at any time between 2am and 6am and with an opportunity for face-to-face contact with children.

The same principles regarding Regulated Activity apply to all staff whether temporary, permanent or voluntary and part time or full time.

Determining Whether to Obtain a Vetting Check



1 The definition of a "regulated activity" is only applicable in the UK. In the RoI anyone participating in a work activity providing physical activities to children must be vetted.

How to go about obtaining a Vetting Check

NORTHERN IRELAND

Cricket Ireland is registered as an umbrella body for carrying out Access NI checks in Northern Ireland. Each club has a Lead Officer for Access NI who is responsible for submitting the appropriate documentation to Cricket Ireland, Stormont Pavilion, Upper Newtownards Road, Belfast, BT43TA and there is also a Governing Body Lead and Counter Signatory who are the only people who sees the initial results of the Access NI disclosure once it is completed. Full details as to the documentation to complete and how to go about obtaining an Access NI check are included the vetting section of the guidance.

REPUBLIC OF IRELAND

Cricket Ireland is a registered body for carrying out vetting. The organisation has an authorised liaison person who is responsible for the submission and review of completed National Vetting Bureau (NVB) forms. Details of the NVB Process and how to go about obtaining a Garda Vetting check are included in the vetting section of the guidance.

Action to be taken from returned vetting checks individuals with certificates that are returned with no information will be sent a Clearance Letter from Cricket Ireland. A copy of this Clearance Letter must be provided by the individual to their Club's Children's Officer, to confirm satisfactory completion of the process.

If a Garda Vetting/Access NI check reveals information relevant to the safeguarding of children or vulnerable adults, that detail will be reported to the National Safeguarding Officer. A safeguarding panel will then consider that detail (such documentation will be anonymised prior to circulation) and may additionally liaise with the statutory authorities. This group will make the final determination whether or not a disclosure is relevant or contrary to Cricket Ireland's safeguarding standards. If the disclosures are not relevant, then the individual will be issued with a Clearance Letter, as above. In instances where the above group is concerned about the suitability of an individual they will be contacted directly and may be invited to a confidential meeting to assist in the decision-making process, or asked to provide further information to aid the decision-making process.

Action to be taken by Clubs

All clubs must retain on file the original vetting forms (Invitation/Validation of ID/copies of ID/Utility bill) and all Club Children's Officers must ensure that they have, on file, a copy (either photocopied or scanned) of a Clearance Letter for each of the coaches who operate at the Club. Any coach who has not provided the Club with a Clearance Letter must do so as a matter of urgency. All documents should be stored and secured in line with General Data Protection Regulation requirements.

Employing staff prior to vetting checks coming through

No individual may commence work in a regulated activity in a paid or unpaid capacity until the relevant vetting or equivalent check has been returned and a decision taken on the relevance of any information returned. To do so is an offence in ROI and the Club Chairperson may be liable.

Non-UK / Ireland Vetting

Clubs must recognise that checks need to be undertaken on post holders regardless of nationality. Different countries operate varying methods for providing background checks and not all countries are able to provide this service. The Disclosure and Barring Service website https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants provides current advice on which countries are able to provide a check and the application process. Non-UK/Ireland vetting must also be undertaken on British or Irish passport holders who have lived abroad in the last five years. Has a non-UK vetting form which must accompany any non-UK/ Ireland vetting check submitted to Cricket Ireland. Non-UK/Ireland vetting checks must normally be organised before the individual arrives in the country whenever possible.

Add further information and templates on safeguarding can be found on the Cricket Ireland website: http://www.cricketireland.ie/about/child-safeguarding

CRICKET IRELAND

Safeguarding Pack

To Support sports clubs, and help them keep children and vulnerable people safe and secure. Standards of practice and reporting procedures apply where there are any concerns around vulnerable adults/children at risk.

This pack is a collection of best practice guidelines and templates that your club can use to help promote children's wellbeing and help to keep them safe in our sport. It will be regularly reviewed (every three years or in response to relevant legislation or government guidance) and incorporates any new and updated child wellbeing and will incorporate protection guidance and legislation. In this document a child or young person is defined as someone under the age of 18.

To ensure your club is a safe environment for children and young people it is recommended that all sections of this pack are implemented. Clubs are at liberty to supplement the information in this pack, but they are expressly prohibited from departing from the information which is now being made available in this document.

You can use it:

- in its entirety or select only the relevant sections when needed
- to look at what is already in place at your club – to confirm the positives and/or identify any gaps
- to develop policies and procedures –templates can be used as is or added to suit your club's needs

It provides guidance and support for staff and volunteers working with children in our clubs and any member of staff or volunteer taking on the role of Children's Officer, Designated Liaison Person, or working/volunteering with children. It should be read in conjunction with other Cricket Ireland policies and all other relevant policies and procedures.

Throughout this guidance we will refer to Cricket Clubs' volunteers/staff. By this we mean anyone involved in the delivery of the sport, for example, paid or unpaid staff including volunteer coaches, parent helpers, officials, etc.

Further Support

Each Provincial union has a Designated Liaison Person and further guidance and support is available from Cricket Ireland's National Safeguarding Officer at safeguarding@cricketireland.ie or check the Cricket Ireland website at www.cricketireland.ie for updated contact information.

The NSO is the point of contact for Provincial Union Designated Liaison Persons and Club Childrens Officer and Designated Liaison Persons if needed. Under the Children First Act, The NSO will act as the Mandated Person for Cricket Ireland. It is the legal duty of the Mandated Person to report any child welfare concerns reaching a certain threshold to the statutory bodies.

If you have an immediate and serious concern about the safety of a child, contact the Gardai/PSNI or Tusla/HSCT child protection team. Contact details of social work can be found on the relevant local authority website.

Creating a Positive Environment

Cricket Ireland encourages an environment where there is clear and open communication and where children, parents and everyone involved in the game feels free to ask questions, make suggestions and raise concerns. Clubs can create this environment by adopting a welcoming and approachable attitude for all participants.

Welcome meeting

A welcome/open meeting at suitable points in the calendar, where parents/carers can be provided with relevant information and get to know key people in the club and what they can expect for their children and themselves.

Communications

Not everyone who comes to the club will understand the laws and rules of the game. The club should agree a strategy for communicating with potential, new and current members, as well as the community at large. The club should tell parents/carers how they plan to communicate with them – by email, phone, text, newsletters, social media etc.

Written information

As a minimum, children and their parents/carers should be provided with written information by the club, informing them of training session times, what equipment (if any) is required, whether the parent/carer is required to stay etc. The information should include the name and contact details of the Club Childrens Officer and a Code of Conduct.

Text and email communication

It is strongly recommended that texts and emails are sent directly to parents and not only to children/ young people themselves. Arrangements should be made directly with parents/carers - this helps keep communications transparent and to maintain clear boundaries between coaches/club officials and children and young people. Where there are U18 team communication groups between a coach and the team, at least three parents should be included as moderators.

Seeking feedback

When children are in an environment where their views are sought and acted upon, they will not only enjoy the game more, they will feel and be safer. Seeking children's feedback regularly is good practice. This can be done at the end of coaching sessions, simply asking for a show of hands on what they have enjoyed/not enjoyed the most or asking them in pairs to decide on something they want to say about a session, a match, or a trip. Doing this with parents and carers has similar benefits. This approach helps to build an open environment where good practice flourishes.

For further assistance in how you can increase young people's participation in the planning and running of sports activities, and how this benefits everyone visit the Child Protection in Sport Units free online resources at www.thecpsu.org.uk

CRICKET IRELAND

Section 1

Roles and Responsibilities

Childrens Officer Role Description (ROI)

All clubs with young members (U18) and/or vulnerable adults must appoint a Children's Officer and a Designated Liaison person with in their club.

It is strongly recommended that The Children's Officer sit on the committee, or reports to the committee and with the support of the committee will 'champion' good practice and make sure club policies and procedures are put in place. Contact details and the role of the Children's officer should be widely and easily accessible and understood by sports volunteers/coaches, children and parents/carers.

TEMPLATE ROLE DESCRIPTION CHILDRENS OFFICER (ROI)
Roles & Responsibilities
• Promote and champion child safeguarding and wellbeing at the club and encourage good practice • Highlight the importance of Club members and/or volunteers/staff who are working with children are being recruited safely and in line with legal/policy requirements • Make sure that all volunteers/staff, parents/carers, adults, and children are aware of: - How to contact the Children's Officer - The Code of Conduct - How to raise concerns • Deal with/highlight breaches of the Code of Conduct • Keep up with developments in Child Safeguarding and wellbeing by liaising with Cricket Ireland Safeguarding Officer • Attend relevant training • Signpost other adults in the club to relevant training such as Safeguarding 1 course • Liaise with Club and Provincial Union DLP and Cricket Ireland Safeguarding Officer
Person Specification
An interest in child safeguarding and wellbeing matters • Friendly and approachable with the ability to communicate well with adults and children • A willingness to challenge opinion, where necessary, and to drive the child safety and wellbeing agenda • Strong listening skills and the ability to deal with sensitive situations with empathy and integrity • An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child • The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support
Skills & Relevant Experience
• Complete training to fulfil the role (Safeguarding 1 and 2 courses) • Experience of working with children

Designated Liaison Person Job Description (ROI)

All clubs with young members (U18) and/or vulnerable adults must appoint a Designated Liaison Person and a Children's Officer with in their club.

The Designated Liaison Person is to act as a liaison person with outside agencies and a resource person to any staff member or volunteer who has child safeguarding or welfare concerns.

TEMPLATE JOB DESCRIPTION FOR DESIGNATED LIASION PERSON (ROI)
Roles & Responsibilities
• The DLP is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child abuse and/or neglect are reported promptly to the relevant statutory authorities • A Club Authorised Person who validates ID for vetting purposes for members/volunteers • In the event of an emergency where a child is thought to be in danger, and a Social Worker cannot be contacted, contact should be made with An Garda Siochana/Police Services Northern Ireland • The Designated Liaison Person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where a child is in immediate danger and TUSLA/HSCT cannot be contacted, An Garda Siochana/Police Services Northern Ireland should be contacted • Co-operate as required with the statutory authorities (as above) if any disclosures or concerns of abuse regarding a club member arise within the club • Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment
Person Specification
• Strong awareness and understanding of policies and procedures in relation to Safeguarding • Ability to be a resource to others with Child Protection concerns • Be a person in a senior position within the club • Ability to keep accurate records
Skills & Relevant Experience
• Complete training to fulfil the role (Safeguarding 1 and 3 courses) • Experience or knowledge of dealing with statutory agencies The DLP does not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is their responsibility to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.

Reporting a Child Protection Concern

It is the role of the Designated Liaison Person within the club to make a report to the appropriate agency if there is cause for concern. This will often be done in conjunction with another person who is reporting the information to the DLP. It can also be done as a joint report with CI Safeguarding Officer who is CI's mandated person.

If there are reasonable grounds for concern for a child's welfare, a report should be made to the appropriate statutory agency (see more information in 'Dealing with Concerns'). It is not necessary to prove that abuse has occurred to report a concern. All that is required is reasonable grounds for concern.

If you think that a child

- is being abused or neglected
- has been harmed in any way at home or anywhere else
- is likely to suffer harm or neglect

you should

NI

Contact the Gateway Services teams for Children's Social Work at the Health and Social Care (HSC) Trust in the area that the child lives.

Gateway Service Teams
www.nidirect.gov.uk

ROI

Contact the Tusla team in the area that the child lives.

Tusla Service Teams
www.tusla.ie

If it is an emergency and out of hours to contact a Social worker, the local PSNI or Garda station should be contacted.

Designated Liaison Person Reporting Process

Who might inform me of concern?	Staff or Volunteer	Child	Parent or other

What should I report?

Any child safety/welfare concerns, including:

- disclosure of abuse or harm from the child or another person about the child
- allegation, suspicion or observation that is concerning
- repetitive actions which together cause concern for the child's welfare

Report in as much detail as is possible

NB: You can make a joint report with another person (person informing you) or with the CI Safeguarding Officer

If it's unclear a report is needed, contact your local statutory agency and get advice

How do I report?

You can make a report face to face, by phone or in writing

ROI: Tusla report form is accepted by registered post or through their secure Web Portal

NI: Cricket Ireland 'Reporting Concerns' template

Who to?

The relevant statutory agency.

If it is out of hours and/or an emergency (child is at immediate risk) contact the Garda or PSNI

What happens next?

- Once the report has gone into the statutory agency, they will decide if further investigation is necessary
- Contact the PU DLP and then the CI Safeguarding Officer must be contacted within a maximum of 48hrs of making a report
- If there is an allegation against a CI staff member or volunteer, initiate appropriate Safeguarding processes within the club. Following consultation with statutory agencies, if it is deemed correct to do so, the staff member is asked to step aside (with no presumptionof guilt)
- The agency may contact you for further information
- Store a copy of the report appropriately (safely and securely) with limited access. Confidentiality is of the utmost importance

Outcome

It is not the role of CI or any Club to investigate reports.

Where there is an allegation against a CI staff member/volunteer, and the statutory agency finds there is no further action, CI's National Safeguarding Panel will begin appropriate investigation/disciplinary procedures through the National Safeguarding Panel

Club Children's Officer (also Designated Liaison Person) Role Description (NI)

The person within a sports club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children within the club. In NI the two roles are combined and carried out by the Club Children's officer within the club. It is best practice to also have a Deputy Children's Officer.

TEMPLATE ROLE DESCRIPTION CHILDRENS OFFICER (NI)
Roles & Responsibilities
• Work with others in the club to ensure a positive child-centred environment • Assist the organisation to fulfil its responsibilities to safeguard children at club level • Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified • Implement the organisation's reporting and recording procedures • Promote the organisation's best-practice guidance and/or code of conduct within the club • Sit on the club's management committee • Ensure adherence to the organisation's safeguarding children training • Ensure appropriate confidentiality is maintained • Liaise with Provincial Union DLP and Cricket Ireland National Safeguarding Officer
Person Specification
An interest in child safeguarding and wellbeing matters • Child-focused approach and the ability to communicate well with adults and children • Basic administration and computer skills • Strong listening skills and ability to deal with sensitive issues • Ability to maintain records • Ability to provide information about local resources • Ability to promote organisation's policy, procedures and resources • A willingness to challenge opinion ,where necessary and to drive the child safety and wellbeing agenda • Be aware of boundaries of the role of Club Children's Officer • Basic knowledge of the roles and responsibilities of statutory agencies • Local arrangements for managing safeguarding children and reporting procedures
Skills & Relevant Experience
• Complete relevant training Safeguarding 1 C&YP and Designated Safeguarding CO • Experience of working with children • Experience of dealing with statutory agencies

CRICKET IRELAND

Section 2

Codes of Conduct

Checklist & Notes for Club Authorised Person Validating ID & Sending Forms to CI

Cricket Ireland wishes to provide the best possible environment for children and vulnerable adults in all our clubs. There is an expectation on Club Leaders, Parents, Volunteers, and the Players to adhere to some guidelines to help achieve this. Codes of conduct are an integral part of any club and sporting organisation. They set a standard of behaviour that help build a club's culture and make it easier to deal with conduct and behaviour issues as they arise. These can be many and varied, from on-field incidents, side-line abuse and mismanagement, to inappropriate social media posts, unfair treatment, poor sportsmanship and more. Codes of conduct set expectations for everyone involved – from the administrators, coaches, and officials, to players, parents, and spectators.

The code of conduct should be informed by the club/sporting organisation's risk assessment and be a tool in the management of specific risks. A code of conduct should be in place for administrators, coaches, officials, players, and parents. They outline the agreed standard of behaviour for everyone.

Sports Leaders, players, parents, and administrators are expected to conform to ethical standards in several areas. To be part of the team in an organisation or club it is required that all potential members sign an agreement to abide by the code of conduct and return it to the appropriate club officials.

Clubs looking for sample Codes of Conduct templates can review those provided by:

Sport Ireland (ROI): http://bitly.ws/IyCa

The CPSU (NI): http://bitly.ws/IyCA

Sports Leaders Code of Conduct (Including Adult Captains)

Leaders should familiarise themselves with the Safeguarding Guidance for Children & Young People in Sport and the Cricket Ireland Code of Conduct, and follow procedures if they suspect abuse, or receive complaints of abuse. The following outlines the standard behaviours expected of our leaders in our sport.

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism – each child will need attention according to their sporting needs.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility, or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role).
- Working in an open environment.
- Ensuring there is adequate supervision.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.
- Report any concerns to the Children's Officer or a Designated Liaison Person in accordance with this Code's reporting procedures.
- Make parents aware where cameras need to be used as a legitimate coaching tool. Obtain parental consent where needed.
- Complete the Safeguarding 1,2, and or 3 training (if applicable) and be committed to the values and guidelines of Cricket Ireland

Where possible, Leaders should avoid:

- Communicating with U18s on WhatsApp or social media, or sharing material with children via social media; any act of this nature should firstly be with the child's parent/guardian or have parental consent that states they have knowledge of this communication group and/or the material (i.e., they are informed there is a team WhatsApp group – this should also have at least three parents included as moderators)
- Any contact with children not related to coaching, matches and cricket related activity.
- Touching unnecessarily to show a technical move. If a person can do it themselves give them direction, ask them to do what is needed (i.e., can you put your armup like this? If that doesn't work, ask them 'is it ok if I move your arm/leg' etc)

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need-to-know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Always avoid the use of alcohol whilst responsible for young people e.g., training sessions, events and on trips with young people.

Please complete the details below as acceptance of the above:

Sports Leader signature	Print name	Date
Designated Liaison Person signature	Print name	Date

Code for Parents/Carers

Parents/Carers play a key role in the promotion of an ethical approach to sport and young people's enjoyment in sport. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Sports Leaders need the support of parents/guardians in conveying the Safe, Fun and Fair Play message.

You should help and support the implementation of best practice policies in your child's/ children's Club by following the guidance below.

- Respect the rules and procedures set down in the Child Safeguarding Policy of Cricket Ireland
- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by the Code.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.
- If you wish to raise an issue with a Leader, this should be addressed with the Leader in an appropriate manner and not in front of children and young people.
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children.
- Promote fair play and the positive aspects of sport.
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the sports club/organisation.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- You should have the opportunity to put forward suggestions and comments.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially regarding the use of smart phones, any type of camera and videoing equipment.
- Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

Please complete the details below as acceptance of the above:

Child's Name	Print name
Parents/Guardians signature	Print name
Children's Officer/ Designated Liaison Person signature	Print name
Date	

Code for Young People and Vulnerable Adults

Children and Vulnerable Adults have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child and vulnerable adult members of sporting organisation/ clubs. Children and Vulnerable Adults must be encouraged to realise that they also have responsibilities to treat other participants and Sport Leaders in Cricket with fairness and respect.

Within Cricket you should be entitled to:

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults, and other athletes.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity, and respect.
- Have a voice in the decisions that affect you within the Club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development, and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all sports leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious to oppositional teams
- Respect other athletes and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong.
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes, or your opponent, this includes never taking/damaging their property, never spreading rumours, or telling lies about other young people or adults.
- Keep to rules and guidelines set by Cricket Ireland, the Provincial Union and your Club and make sure you understand the laws of Cricket
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents.
- Behave in a manner that is respectful towards your organisation and your club.

contd.

- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

Please complete the details below as acceptance of the above:

Young persons signature	Print name
Children's Officer/ Designated Liaison Person signature	Print name
Date	

Code for Committees

Committees should follow the points as below:

- Be familiar with the Cricket Ireland Safeguarding Policy and Codes of Conduct and any Club rules.
- Within your Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.
- Carry out your required duties for your Club with the understanding that the welfare of children is paramount.

Follow the Cricket Ireland policies & procedures so that all activities are in accordance with this document:

- Create safe environment for young people.
- Ensure the codes of conduct are in place for all involved.
- Provide adequate supervision for training sessions with attendance record being kept.
- Recruit volunteers/employees including vetting and training is completed.
- Understand and implement the complaints and disciplinary procedures.
- Ensure safe induction and supervision of volunteers/employees.
- Ensure other activities follow procedures e.g., away trips.
- All required procedures contained in this document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including:

- Recording all incidents.
- Reporting the incident/accident or injury.
- Informing the parent or guardian (if child involved).

Additional Information:

- Keep and store securely all documentation with respect to meetings, correspondence, and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise, and implement rules in the best interests of young people and vulnerable adults and taking into consideration the best interest of the club. Rules should not contravene any Cricket Ireland rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g., e-mail, web posting, use of noticeboards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities e.g., fun day out, fundraising.

contd.

- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Club Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Club Children's Officers and Coaches/Teachers may not be appointed/elected members of the committee.

Please complete the details below as acceptance of the above:

_____

Club Name

_____

Club Committee Member role

_____

Club Committee Member Signature

_____ _____

Print Name Date

CRICKET IRELAND

Section 3

Vetting Invitation & Identification Validation

Checklist & Notes for Club Authorised Person Validating ID & Sending Forms to CI

Ensure the applicant has...

- The most current and up to date vetting form.
  Please check the Cricket Ireland website (www.cricketireland.ie)
  - Date of Birth
  - Please fill in your Email Address. This is required as the invitation to the e-vetting website will be sent to this address. (Parent/guardians email if applicant is Under 18)
  - Best telephone contact number to be reached
  - The Current Address means the address you are now residing. Including Eircode/Postcode
  - Name of Club/Union applying to work or volunteer with
  - The accurate PIN and Reference number (Acces NI, please confirm with Union before submission)
  - The applicant must confirm their understanding and acceptance of the two statements by signing the application form and consenting to a vetting check.
- Signed their signature and dated the application.
- They must clearly state the role they are being vetted for. It must pertain to children/vulnerable adults. I.e. Not 'coach' but 'coach of youth teams' not 'manager' but 'manager of team including youth players'.

What do I need to do?

- See the applicants actual ID – not just a photocopy, to verify ID. Take a copy of two forms of ID for your records. (Passport, Driver license, Birth Certificate etc...)
- See a utility bill dated within the last six months (if applicable). Take a copy of it for your records. (Mobile phone bills are not acceptable)
- Sign and date the document stating that you are verifying that the applicant is the person in the documents and as stated on the application form.
- Inform the applicant they will receive an email from evetting.donotreply@garda.ie within two weeks (it will usually be sooner than this so they should check regularly and in all folders including spam). If they do not pick up this email and fill it in accordingly their application will expire within 30 days and it will need to begin again.
- Scan page 2 and 3 to safeguarding@cricketireland.ie (these pages have sent to CI on the bottom of the page) and keep originals on file.
- Store all documents (application form, copies of ID and utility bill) in a safe secure place within the club. That is locked and accessible only by the DLP and other relevant personnel.

Points to note

- The applicant (not the club) will receive a clearance letter from Cricket Ireland if they have been satisfactorily vetted. It is their responsibility to bring this to the appropriate person in their club (the person who originally signed off ID validation or another stated person).
- Applicant will be contacted by Cricket Ireland if the vetting shows up a disclosure of concern (the process outlined in the 'Dealing with Disclosures Policy will be followed).

Garda Vetting Club Authorised Person Validating ID

Applicant completes form and presents documents to have ID Validated by Club authorised person. (Ensure applicant has most current vetting application form, see Cricket Ireland website for details.)

(Applicant person)
Check the form is completed correctly, all areas are signed/dated.

Check the applicants identity against the ID. Check their name and address against their utility bill (dated within last 6 months, if applicable). Keep copies and store on file securely.

Sign and date the form Validating the ID
Send the relevant pages (marked) to Cricket Ireland.

Applicant should check their email regularly.
They will receive an email prompting them to insert information.

The applicant (not the club) will receive a letter (via email) from CI stating they have been satisfactorily vetted.

Club must be presented with a copy of letter by the applicant before they can commence the role.

Club store copy of letter on the applicants file, for the duration of the vetting.

Access NI Process

Applicant completes online application 'Apply for enhanced disclosure check' – using the PIN number applicable to their PU. Where applicable on form use all forenames

Enters the ten-digit code (from online application) onto Access NI pin notification and ID Validation form

Applicant takes form and relevant ID documentation to the club authorised person (or PU signatory). Authorised person validates ID

Club authorised person posts/emails completed form to Authorised Signatory in PU where it is inputted into the system

Applicant receives their certification via post or email (tick box section during online application). PU signatory contact the club to inform them when the process is satisfactorily completed

Applicant must email a copy of their Access NI Certificate to the CI National Safeguarding Officer. Access NI certificate should be emailed to safeguarding@cricketireland.ie

The applicant will receive a letter (via email) from CI stating they have been satisfactorily vetted.

Club must be presented with a copy of letter by the applicant before they can commence the role.

Club to store a copy of the letter on the applicants file, for the duration of the vetting

Vetting Policy

There are two types of vetting checks available to Cricket Ireland – through the National Vetting Bureau and Access NI; both checks are applicable to members of Cricket Ireland.

Cricket Ireland is a Registered Organisation with the National Vetting Bureau (NVB) with one appointed Liaison. The NVB is situated at Racecourse Road, Thurles, Co Tipperary. Cricket Ireland is registered with Access NI and has one designated signatory.

The decision to engage in vetting for members and as part of our recruitment and selection process is in line with the best safeguarding advice available to protect the welfare of children within our organisation. In Northern Ireland there is a legal requirement to not recruit/allow a barred individual to take up a regulated activity position. The only way to ensure a club do not allow a barred person volunteer/worker to take up a regulated activity position is to do an Access NI check. The Disqualification and Barring Scheme (DBS) determines whether individuals should be barred from working with children and/or vulnerable adults.

In the Republic of Ireland new legislation for Garda Vetting, through the implementation of the New National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 has now fully commenced. The National Vetting Bureau Act provides a legislative basis for the mandatory vetting of individuals who wish to undertake certain work or activities, either in a paid or voluntary capacity, relating to children or vulnerable persons. Under the National Vetting Bureau Act, it is an offence to engage with children or vulnerable adults on a regular, ongoing basis in the absence of clearance from Cricket Ireland.

Vetting policy with Cricket Ireland

Vetting is part of the recruitment and selection process and is a requirement for certain regulated roles working with young people who are under the age of eighteen. This is required by law, with certain differences in each jurisdiction and is in line with the best practice within our organisation. The legislation together with Cricket Ireland's Vetting Policy means that vetting is mandatory for all members and volunteers of Cricket Ireland seeking to engage with children and/or vulnerable adults.

Information relating to Republic of Ireland (Garda vetting checks)

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 together with the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3 provides the legal framework for persons working in relevant work or activity to undergo a vetting check prior to working with young people.

Relevant legislation relating to Garda vetting checks:

- Civil Service Commissioners Act 1956 Child Care Act 199 - Sections 5; 61; 65
- Data Protection Act 1988/2003 Children's Act 2001– Section 258
- Private Security Authority Act 2004
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016
- Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3
- Children First Act 2019

Information relating to Northern Ireland

Part V of the Police Act 1997 contains the legislation that enables CI to check individuals working in a regulated activity with children and/or vulnerable persons with the Disclosure and Barring Scheme (DBS). The DBS maintains a list of individuals who are barred from working with children and/or vulnerable adults. It is an offence in Northern Ireland to knowingly offer employment to or allow someone to continue working who is on the DBS barred list.

Relevant Legislation and Information relating to Northern Ireland

- Access NI Code of Practice
- Part V of the Police Act 1997
- Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended 2020)
- Safeguarding Vulnerable Groups (NI) Order 2007
- Disclosure and Barring Scheme Protection of Freedoms Act 2012

FAQ's on Vetting

Why do I need to be vetted?

Vetting is part of the Cricket Ireland recruitment and selection procedure for personnel with access to or working with children within Cricket Ireland at local, regional and national levels. It is the minimum requirement expected by the state and parents/guardians.

The vetting process does not provide clearance for people but provides information that may be relevant for the organisation in deciding the suitability of an individual to carry out a certain role working with or having access to children and young people. Vetting is one of the measures to protect Cricket Ireland and affiliated clubs against possible perpetrators of child abuse by being a barrier to an individual who is unsuitable to work with children.

Please note that all vetting applications are role and club/location specific. If you hold multiple roles within a club(s) and/or a PU, please list each of the roles that you hold and at which club(s) and/or PU you hold them at on the application form.

For example: Youth Coach in Cork Harlequins, Club Secretary with oversight of Youth Teams in Cork Harlequins and Youth Coach in Munster Cricket Union.

Who is responsible?

Cricket Ireland is responsible for processing applications through ANI or NVB and for making the decision regarding an applicant's suitability to be in the role. Club and regional management committees are responsible for ensuring recruited and appointed individuals are vetted in accordance with this policy. Cricket Ireland is responsible for ensuring associate members and individual s operating at national level are vetted inaccordance with this policy.

Who is required to be vetted?

All persons applying for a role that provides an opportunity for working with children must undergo the vetting process. These positions are referred to as regulated positions (ANI) defined within the Safeguarding Vulnerable Groups
(Northern Ireland) Order 2007 or as undertaking relevant work or activity (NVB) defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2016.

Individuals who must be vetted are those applying for training courses or positions including but not limited to the following:

- Committee member U18 Club
- National Committee
- Regional Committee
- Cricket Ireland employee (where role entails regular involvement with children/vulnerable adults)
- Designated Liaison Person/Mandated Person and Children's Officer
- Groundsperson
- Anyone where the same individual provides duty for two or more sessions in any week
- Coach
- Team Manager/Chaperone
- Other personnel as may be considered within the structure of Cricket Ireland; these positions will have access to young people and/or information that may be deemed sensitive or personal regarding young people.

When does a person need to be vetted?

All the above required positions must be successfully vetted before an individual is allowed to take up their chosen position(s) or attend the relevant course. The requirement for vetting must be included (this is a legal requirement in ROI) in any job description for a vetted position. The terms within this policy may affect the employment position and therefore this policy must be available to prospective employees/members at the time of application. Once an individual intends to apply for any vetted position a vetting application must be submitted for processing. An appointment to a vetted position is subject to a successful vetting outcome. Vetting letters expire within three(3) years of issue and will need to be resubmitted and approved prior to the expiry date if continuous work is to continue.

Vetting children under sixteen

Any individual under the age of sixteen cannot be vetted.

Vetting children and young people under eighteen

Any individual aged sixteen or over in Republic of Ireland or Northern Ireland and applying for any of the required positions must undergo vetting prior to taking up the position(s).

Any person under eighteen years of age completing a vetting application must obtain the permission of their parent/guardian. The contact details given should be that of the parent/guardian and not the applicant themselves (ROI).

Previous Residence

Any individual who has been a resident in the Republic of Ireland and/or Northern Ireland for less than one year (taken from the date of the initial vetting application) may be asked to provide a police check from their previous country and may be required to undergo a recheck after 12 months.

Re-vetting individuals

All individuals will undergo re-vetting after three years or as determined by Cricket Ireland as required by future circumstances.

Any existing Cricket Ireland employee/volunteer may be re-vetted at any time if information concerning an individual's suitability to work with children comes to the attention of a Club, Provincial Union or Cricket Ireland. Where such an issue arises, a risk assessment will be carried out in accordance to the Cricket Ireland Risk Assessment Policy. Cricket Ireland reserves the right to prohibit persons from playing and/or being a member of a club if it is deemed from a disclosure that them playing or being a member could pose a risk to children. Any individual who moves to a different role within an organisation requiring them to provide a different regulated activity, and or if the individual moves unions or clubs a new vetting request must be made.

Vetting as part of an investigative process

Vetting or re-vetting an individual, with their permission, may be considered as part of an investigation or a requirement within the Cricket Ireland Complaints and Disciplinary process.

Vetting charges Cricket

At present there is no cost to volunteers undergoing vetting in the Republic of Ireland or Northern Ireland. Access Northern Ireland (ANI) makes a charge for individuals being vetted for employment purposes. These charges are detailed on the ANI website or through contacting the ANI signatories.

Processing time

The time taken to complete the vetting process is dependent on the prompt submission of accurately completed forms. Applicants should contact the Liaison person/signatory for estimates on processing time.

Processing the disclosed information from NVB & ANI

Introduction

Any assessment of suitability depends on the relevance of any conviction/disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/disclosed information, the timing of the offence and any possible pattern of offences. The integrity of the applicant with regard to self-disclosure or lack of disclosure on the initial application form is considered important. The information disclosed is used for only the specific purpose for which it was obtained as part of a recruitment or appointment process within Cricket Ireland. On receiving information that may potentially result in exclusion from taking up the regulated position any original documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body, a decision will be made depending on the type and nature of the offences or report disclosed. If the applicant has not self-disclosed and information is received from the vetting body this will be checked with the applicant.

It is important to note that there may be some instances where the National Safeguarding Panel deems the applicant a 'possible' risk to children and so prohibit them from playing/participating in cricket until a stipulated date, or a particular outcome from a court case.

Disclosed information

Disclosure of certain types of convictions/prosecutions/reports or specified information automatically disqualify the applicant from a position working with children.

Examples of offences that will automatically require a precautionary suspension and CI to undertake a risk assessment:

- Any offence of a sexual nature
- Any offence against a child
- An offence that causes gross bodily harm
- Any offence of murder or manslaughter
- An offence of kidnapping
- A series of continuous offending that might cause concern for the well-being of children and/or vulnerable people
- Any charge or report brought to the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child

The decision on the suitability of an applicant is a matter for Cricket Ireland. The NVB and ANI are not involved in such decisions.

Communication of information

If the Safeguarding Officer (within the role of the Liaison person) is required to communicate with the applicant for any reason the following protocol applies:

- Communication may be by phone, email (to the email address stipulated on the application form) or letter marked 'Private and Confidential' or in person if convenient
- The LP/signatory verifies the identity of the applicant (especially via email where the applicant will be asked to verify details contained on their invitation)
- No messages are left
- No discussion takes place with any other person, spouse or partner
- The LP/signatory gives an assurance of confidentiality

If the liaison person/signatory is required to clarify disclosed details the applicant is asked relevant questions, for example:

- Is there anything they remember concerning the time of the offence?
- Have they have ever been to court for the disclosed offences?
- Is there any relevant information concerning the disclosed information?
- Does the applicant understand the relevance of the disclosure to the position/role applied for?

All responses are noted. If any of the information is disputed the disputes procedure in this policy (see below) must be followed.

Dealing with Disclosures

All decisions are made on an individual basis. Consideration is given to the nature of the disclosed information received from the respective vetting bodies and the initial self-disclosure, if any, by the individual. Decisions will only be made on disclosed information that is verified and confirmed, preferably in writing. If a decision is required that is not clearly dealt with in this vetting policy external advice is sought. In this case any identifying information on the disclosure will be removed. External advice may be sought from other advisory bodies, e.g. Participation Unit from Sport Ireland or Child Protection in Sport Unit from NSPCC. Where the applicant is suitable for the position currently held or applied for, this is communicated to the individual by issuing a letter accepting suitability to work within Cricket Ireland. Where the information disclosed by the vetting organisation and/or self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person, however this is not always possible. In the case where an individual cannot be informed in person they will be requested to contact the LP/signatory as a matter of urgency. The applicant is allowed the opportunity to withdraw from seeking any role or position.

Data Security

The data submitted by the applicant and any responses from the vetting organisations is subject to data security. Cricket Ireland will only release information concerning the suitability of an individual to a person who needs to know. If an applicant withdraws either their application for a position or from their position, information concerning their suitability for working with children will not be released, unless legally required to do so.

In accordance with the rules laid down in the Data Protection Acts 1988/2003 and ANI code of practice the signatory on behalf of Cricket Ireland will:

- Obtain and process information fairly with permission
- Keep this information for specified lawful purposes
- Use and disclose information only in ways compatible with these purposes
- Keep information safe and secure
- Keep information accurate, complete and up to date
- Ensure that any information is adequate, relevant and not excessive
- Retain information for no longer than is necessary for the purpose or purposes
- Give a copy of their personal information to an individual, on request

Disputes

Cricket Ireland cannot dispute the information disclosed by ANI or NVB. Any individual disputing the disclosed information will need to follow the procedure for the relevant vetting body. The applicant will not be permitted to take up a position while any disclosure is under dispute.

If there was an error in the completion of the form this should be rectified by the applicant by completing a new application.

Disputing the Decision of Cricket Ireland

All decisions on the suitability of an applicant are based on the information released by the relevant vetting body, and subject to the direction of this policy with due attention to the fair and lawful treatment of applicants whilst also accounting for the paramountcy principle in the protection of children and young people within sport. The LPs and signatories have a responsibility to observe professional standards and will be cautious to recognise their own values and personal ethics in evaluating the seriousness and the relevance of any offence. Any dispute concerning the decision of the National Safeguarding Panel should be submitted in writing to Cricket Ireland. Advice from independent advisors according to the jurisdiction will be taken, as guided by this vetting policy. This will be communicated to the individual in accordance with the protocol. The outcome of this decision will be final.

CRICKET IRELAND

Section 4

Safe Recruitment and Training Policy

Safe Recruitment of Volunteers

A firm recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Volunteers are the heartbeat of our clubs and carry out numerous roles. If a job involves working with children and or vulnerable people, the club has a legal and moral responsibility to ensure that the person appointed is suitable. The checklist below gives essential steps to make sure the club meets its duty.

Essential

- Advertisement of role or role fully explained (including whether vetting will be required for that particular role)
- Code of conduct agreed to and agree to be vetted by Cricket Ireland
- Satisfactorily vetted by Cricket Ireland
- Two references
- Supervision and monitoring of performance

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified. The Children's Officer and/or Designated Liaison Person may play an important advisory role in relation to appointments to work with children but will not usually be responsible for the final decision about appointments.

Safeguarding Training Policy

This policy forms part of the Safeguarding statement for Cricket Ireland under the Children First Act 2019 section 11(3) and provides guidance for members and clubs throughout Ireland.

The policy set out the accepted workshops for Ireland and Northern Ireland together with any prerequisites for attendance and renewal of certification. Courses need to be first attended through a workshop and some can be renewed through online refresher courses where specified.

Cricket Ireland Vetting & Safeguarding Requirements

The following requirements apply to all Cricket Ireland staff and volunteers, as well as all affiliated Provincial Union's and Club level staff and volunteers.

Identified Group	Minimum Vetting and Training Required			
	VETTING[1]	ONLINE/FACE TO FACE SAFEGUARIDNG TRAINING2		
(Children are defined as someone Under 18)	National Vetting Bureau (ROI) Access NI (NI)	Safeguarding 1 (Child Welfare & Basic Awareness Workshop)	Safeguarding 2 (Club Children's Officer)	Safeguarding 3 (Designated Liaison Person)
PROVINCIAL UNION, CLUB COACHES				
Coach/ Leader/ Instructor working with children in a Regulated Activity[3]	✓	✓		
Coach/ Leader/ Instructor no consistent contact with children or vulnerable people[3]				
Coach/ Leader/ Instructor working with Vulnerable People in a Regulated Activity[3]	✓	✓		
Umpires/Score Keepers/Match Officials	✓	✓		
Manager/Captain of senior teams with youth players	✓	✓		
PROVINCIAL UNION, CLUBS STAFF AND VOLUNTEERS				
Designated Liaison Person[5]	✓	✓		✓
Club Children's Officer[5]	✓	✓	✓	
Club Children's Officer Deputy (NI)[5]	✓	✓	✓	
Mandated Person	✓	✓		✓
Anyone whose role is primarily working with Children and or Vulnerable People[3]	✓	✓		
Team Driver(s) & Over Night Chaperones	✓			

CRICKET IRELAND				
Cricket Ireland CEO	✓	✓		✓
Office Staff (working in a Regulated Activity[3])	✓	✓		
Coaching Staff (working with in a Regulated Activity[3])	✓	✓		
Development Officers (working in a Regulated Activity[3])	✓	✓		
National Safeguarding Officer	✓	✓	✓	✓
Coach Education (working in a Regulated Activity[3])	✓	✓		
Safeguarding Training Tutors[4]	✓	✓	✓	✓

Garda Vetting (NVB Disclosure Letters) - Republic of Ireland

If you require an Garda Vetting check please speak with your local PU/Club about an Garda Vetting Invitation and or Parent Consent Form this will fully explain how to make an application. Further information can be found here.

Access NI Disclosure - Northern Ireland

If you require an Access NI check please speak with your local PU/Club about an Access NI Application Form and Guidance document this will fully explain how to make an application. Further information can be found here.

Further Information

For any additional information on courses please contact your Local Sports Partnership or the Safeguarding Officer at Cricket Ireland.

1 Garda Vetting and Access NI checks are to be completed every 3 years prior to the expiry of their current disclosure letter.
2 Sport Ireland requires a revalidation of all Safeguarding Workshops (Safeguarding Guidance for Children & Young People in Sport) within 3 years of completion.
3 Any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
4 Tutor training and the levels required are dependent on the level the individual will tutor moving forward.
5 Northern Ireland the DLP and CCO are a combined role, it is best practice to have a Deputy CCO. In the ROI the DLP and CCO are two sperate roles. It is best practice to have the DLP and CCO be a part of union or club senior management.

CRICKET IRELAND

Section 5

Dealing with Child Protection Concerns

Dealing with Child Protection Concerns

Everyone must be aware of the possibility that children with whom they are in contact may be suffering from abuse or neglect. This is an important responsibility for staff and volunteers involved in sports clubs, community activities, youth clubs, religious/faith sector and other organisations catering for children.

The guiding principles in regard to reporting child abuse or neglect may be summarised as follows:
- the safety and well-being of the child must take priority;
- reports should be made without delay to the appropriate Agency

The agencies (Tusla/HSCT) should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

Child protection concerns should be supported by information that indicates the possibility of abuse or neglect. A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the statutory agency.

If, after normal office hours, you have an immediate and serious concern about the safety of a child, contact the Gardai/PSNI.

Dealing with Concerns

- Complaints or suspicions of abuse relating to a child wherever and whenever arising must be reported to the relevant Designated Liaison Person without delay; who must take immediate steps to safeguard the child and to refer the complaint or suspicion of abuse to the Statutory Authorities and to the PUDLP who must inform the CI NSO
- Procedures for making, investigating and determining complaints about abuse (including confidentiality conditions) should be agreed formally by the club committee and promoted so that they are readily available and acted upon as soon as possible on receipt of a complaint
- The person against whom a complaint relating to abuse of a child is made to one of the Statutory Authorities will be asked to step aside as a Sports Leader until after the relevant determination has been made. This is not an implication of guilt, rather a Safeguarding precaution for the child and Sports leader after consultation with statutory agencies about informing the person. All reasonable steps will be taken to protect the child
- The Cricket Ireland Safeguarding Officer must be notified by the relevant Designated Liaison Person of all allegations of abuse relating to a Sports Leader, Employee or Volunteer and all questions from the National Safeguarding Officer must be answered without delay (Within seventy-two hours from Safeguarding Officer being notified)
- It is not the role of the person who conveys a complaint or suspicion about abuse of a child to determine the guilt or innocence of the accused, but every complaint must be made and acted upon without delay

Reasonable Grounds for Concern

A concern should be passed to Statutory Authorities if any of the following criteria are in place:

- Specific indication from a child that they have been abused
- An account by a person who saw the child being abused
- Consistent indication, that a child is suffering from emotional or physical neglect
- Evidence, such as an injury or behaviour that is consistent with abuse and unlikely to be caused another way
- Corroborative indicators supporting a concern, e.g. pattern of injuries, an implausible explanation, other indicators of abuse, dysfunctional behaviour

Response to a child

- Do not make any promises that cannot be met
- Deal with any allegation of abuse in a sensitive manner through listening to and facilitating the child to talk about the issue(s)
- Stay calm and listen carefully to what the child is saying and take it seriously
- Permit the child to speak without interruption, accepting what is said
- Reassure the child that they were right to speak up and that they will be helped
- Attempt to alleviate feelings of guilt and isolation, while passing no judgement on the person against whom the allegation is being made
- Indicate what will happen next, such as informing parents/guardians or Statutory Authorities, etc
- All consultations with others should be entirely confidential and should not involve investigative procedures
- Write a detailed account of any discussion regarding alleged or suspected abuse, as soon as possible after the discussion has taken place. (Recoding Concerns template)
- Send the details to the CI Safeguarding Officer
- Do not trivialise nor exaggerate what the child has told you

Reporting Concerns/Child Abuse

- Remember that reporting suspected child abuse in good faith is not the same as making an accusation of abuse, i.e., reporting does not mean accusing
- Responsibility for the investigation of child abuse cases suspected or otherwise lies with the Statutory Authorities
- Clubs or Provincial Unions should not carry out their own internal investigations into cases where child abuse is suspected. Contact duty social workers in your local area,
  http://bit.ly/ROIChild (ROI)
  http://bit.ly/NIChild (NI)
- Please note Tusla will only accept reports on the Tusla report form or through the secured web portal (https://www.tusla.ie/services/child-protection-welfare/publications-and-forms/)
- Any person who knows or suspects that a child is being harmed or is at risk of being harmed has a duty to convey their concern to Statutory Authorities and/or Cricket Ireland
- It may be appropriate for a person to discuss concerns they have with another person in the club, e.g. Children's Officer, or should the concern relate to the Children's Officer then the concern is to be relayed to the Cricket Ireland Safeguarding Officer
- In cases where an allegation has been made, the matter should be reported immediately to the relevant personnel (Statutory agencies and Cricket Ireland Safeguarding Officer)

- Should there be an allegation against a club member – the Children's Officer must be informed so that the person against whom the allegation has been made, can be asked to step aside from activities which involve children, until the conclusion of the investigation has been finalised. This should be done only after advice from statutory authorities so that investigations are not compromised
- All concerns and allegations made should be carefully recorded and ensure confidentiality is maintained at all stages

Allegations Against Sports Leaders

Cricket Ireland has procedures to be followed in cases of alleged child abuse against Sports Leaders or volunteers. If such an allegation is made against Sports Leaders working in Cricket, two procedures should be followed:

- The reporting procedure in respect of the young person (reported by the Designated Liaison Person)
- The procedure for dealing with the Sports Leader (carried out by the club chair or chair of the disciplinary committee, or a person not already involved with the child protection concern)

In respect of the young person

The safety of the child making the allegation should be the first and paramount consideration and the safety of any other children who may be at risk. Cricket Ireland will take any necessary steps to protect children in its care. The protection should be in proportion to the level of risk. The issue of confidentiality is important. Information is shared on a need-to-know basis and the Sports Leader should be treated with respect and fairness, as they have a right to natural justice.

Parents/guardians should be informed, unless to do so would place the child at further risk.

The reporting procedure if the Designated Liaison Person has reasonable grounds for concern, the matter should be reported to the relevant statutory agency, following the standard reporting procedure and the parents should be informed.

In respect of the Sports Leader

Cricket Ireland may seek legal advice. The Designated Liaison Person may consult with the relevant statutory agency informally to seek confirmation that there is reason for concern. The Sports Leader will be asked to step aside pending the investigation.

This request is only made following advice from statutory authorities and implies no presumption of guilt.

If there is cause for concern, the Sports Leader will be informed after the Designated Liaison Person refers the report to the local HSE/Social Services, the chair of the Management Board of CI should deal with the Leader in question. Unless there is an immediate risk to the child and/or other young people, in which case the Leader in question will be informed at the earliest opportunity which may still be after the concern has been reported to the Statutory Authorities.

- When the concern is connected to the actions of a Sports Leader/Volunteer in the Club/Union or representing Cricket Ireland, the person should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities
- When the Sports Leader/Volunteer is being privately informed by the chairperson of the Club/ Management Committee of:
  - The fact that an allegation has been made against them, and
  - The nature of the allegation. They should be afforded an opportunity to respond. Their response should be noted and passed on to the Statutory Authorities
  - When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings
  - The Sports Leader/Volunteer is entitled to natural justice

Investigation

While the statutory agency is carrying out the investigation, the club will not investigate internally. If the statutory agency considers no further investigation on their part is necessary, then the matter may be deemed poor practice as distinct from abuse. This issue may then be referred to a club's management committee or referred to Cricket Ireland's National Safeguarding Panel.

No further action by statutory authorities simply means that the issue has not met their intervention threshold, which is higher than CI's threshold.

For reporting forms please see section 7.

CRICKET IRELAND

Section 6

Policies

Club Safeguarding Statement

(Club name) Child Safeguarding Statement – (Date)

(Club name) provides sporting activities and opportunities for children and young people andis committed to safeguarding children and young people. All our volunteers and staff working with children throughout the organisation seek to create a safe environment for children and young people to participate in cricket.

(Club name) Cricket Club's written Safeguarding Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm.

This Clubs Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2019, (The Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).

In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Cricket Ireland has the following procedures, adopted by our clubs, in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child and/or vulnerable people availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children and/or vulnerable people in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child and/or vulnerable people protection or welfare concerns to Statutory Authorities.

Cricket Ireland Mandated Person: Isreal Ibeanu – National Safeguarding Officer
Club Designated Liaison Person:
Club Children's Officer:

We recognise that implementation is an ongoing process. We are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our services. This Child Safeguarding Statement will be reviewed annually.

Club Name and Address:		
Club Chairperson Name:	Signed:	Date:
Club Children's Officer Name:	Signed:	Date:

For queries on this Child Safeguarding Statement, please contact the Club Children's Officer.

Anti-bullying Policy

Cricket Ireland is committed to providing a caring, friendly and safe environment for all our children, so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our sport. If bullying occurs, all children should be able to tell somebody, and know incidents will be dealt with promptly and effectively.

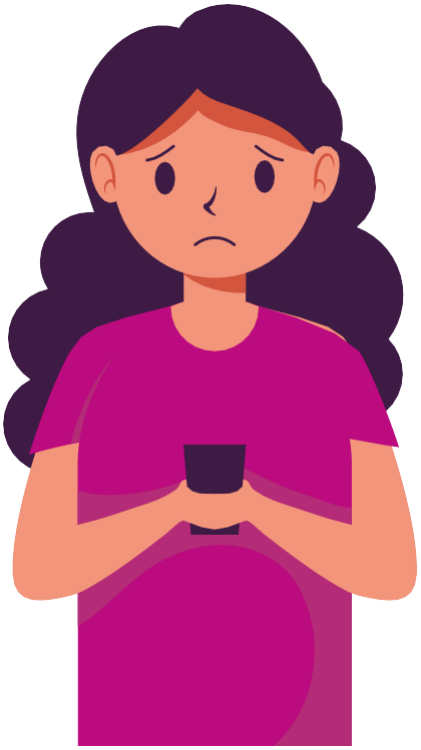
The Anti-Bullying Policy applies to all members –young people, parents/guardians, coaches, anyone watching or supporting the game and any others who help and assist with club activities. It is the responsibility of everyone in the club to put this Anti-Bullying Policy in place and to help the club to be a safe, enjoyable place for young people. The Children's Officer should discuss the policy with the young people, parents/guardians and all those associated within the club and have it readily available.

What is bullying?

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.
It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying results in pain and distress to the victim.
Bullying can take many forms, including:

- **Emotional:** using words to mock, shock, tease, or ostracize another person, being unfriendly, excluding, tormenting (for example: hiding kit/belongings, or making threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racist:** a type of racism where someone's bullying focuses on your race, ethnicity or culture, eg. racial taunts, graffiti and/or gestures
- **Sexual:** unwanted physical contact or sexually abusive comments or suggestion
- **Homophobic:** when people behave or speak in a way which makes someone feel bullied because of their actual or perceived sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours and teasing
- **Cyber:** intimidating, threatening, or coercing people online through the use of social media, email, text messages, blog posts, or other digital or electronic methods. Additionally, the misuse of associated technology, such as camera and video facilities

can be directed towards either a person or a group.



How to Recognise Bullying Behaviour

People who behave in a bullying manner can be recognised by:

- Being intentionally hostile, aggressive; this can be without reason
- An imbalance of power between groups and/or individuals; where the one person/group exerts their power over another individual or group
- Gaining satisfaction from their bullying behaviour
- Causing harm to the target of bullying behaviour

Why is it important to respond to bullying? Bullying hurts. No one should experience bullying behaviour. Everyone has the right to be treated with respect. Adults and children who are displaying bullying behaviour also need to learn different ways of behaving. Cricket clubs have a responsibility to respond promptly and effectively to issues of bullying. Note that harmful behaviour can be directed towards either a person or a group.

Impact of bullying behaviour

Bullying behaviour has an impact on everyone involved. For the person who is the target of bullying behaviour, the effects can be felt psychologically and physiologically. The person/s who is responsible for the bullying behaviour may also show signs of low self-esteem. If the person who is behaving in a bullying manner is an adult or peer in the club, other young people may be afraid to speak out because of the consequences, i.e. they may be afraid of not being picked for activities or left out of team selections.

Dealing with bullying behaviour involving young people

There are generally two ways to deal with bullying behaviour between young people:
IMMEDIATELY AS AN ISSUE HAPPENS – This involves the person in charge being aware or told something is happening and seeking to resolve the issue at the time.
AFTER AN ISSUE HAPPENS – This can be used if an immediate response does not resolve the issue straight away or the behaviour only becomes apparent later. If the bullying behaviour continues it may involve a disciplinary/complaints process.

Procedures for dealing with bullying

- Report bullying incidents to the Club Children's Officer. If the person the concern is about, go to another committee member
- If the individual is U18, the parent/guardian should be informed and invited to a meeting to discuss the problem
- In cases of serious bullying, or continuous bullying, the incidents will be dealt with by the disciplinary committee, and if unresolved, reported to the Provincial Union and then Cricket Ireland, at which point the Safeguarding panel, if appropriate, would advise on actions
- Please note the CCO or DLP can contact the NSO at any point throughout this process. If necessary, an appropriate agency such as the Gardai/PSNI 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 person/s displaying bullying behaviour change their behaviour
- In cases of adults reported to be bullying cricketers under 18, the club disciplinary committee will aim to resolve the issue and Cricket Ireland Safeguarding Officer will be notified immediately
- In extreme cases, persons could be suspended from their club

Outcome of dealing with the issue

The Children's Officer and the parent/guardian, should be informed as soon as possible and kept informed of the issue and how it was dealt with. This encourages parents/guardians to support the policy of dealing with issues immediately to the benefit of all involved. It is important to check the bullying behaviour does not continue by observing the group, checking in with those involved, and to encourage all club members to talk to a trusted person if they are worried about bullying behaviour. If the bullying continues, the issue will go to the disciplinary committee, and then to the National Safeguarding Panel.

Changing Room Policy for Children

All Cricket Ireland-affiliated cricket clubs must adopt this Changing Room Policy or incorporate it into their existing policy according to their facilities.

The following provides a guidance for a Changing Room Policy to be developed within the club. These guidelines apply to adults and children sharing changing facilities. Clubs should identify and develop a framework that best suits their changing arrangements. For this they should take account of the facilities available, access to those facilities, and the number of children involved.

Best practice principles to be adopted by clubs, wherever possible, are as follows:

- Mobile phones must not be used in changing rooms at any time
- In so far as is possible, children should arrive to all their matches changed into their appropriate clothing
- If adults and children need to share a changing facility, the club must have consent from parents/guardians that their child(ren) can share a changing room with adults in the club
- Adults should allow children to use the changing room to get changed first. When they are finished the adults can then use it
- Adults must not change, or shower, at the same time as children when using the same facility as children
- Adults should try to change at separate times to children during matches, for example, when children are padding up
- Where children play for open-age teams, they and their parents/guardians need to be made aware of the changing room policy of the club
- Mixed gender teams must have access to separate changing rooms/facilities or create a policy on changing at different times
- If children are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Suggest, instead, that they may change and shower at home

Social Media, Use of Video, Photography, and Mobile Phones Guide

Cricket Ireland recognises that social media aids the promotion of cricket in Ireland.

While there are many positives in using social media platforms, there is also the potential for a negative impact.

Who the guide covers?

This guide has been developed to advise our members, coaches, mentors, administrators, umpires, scorers, and all affiliated associations how to engage and participate in social media while being mindful of the Cricket Ireland values and beliefs.

The guide will also outline the regulations for safe use of photographs and videos at events/activities and how it should be managed.

This guide is applicable to Cricket Ireland, the Provincial Unions and any clubs affiliated with Cricket Ireland.

Social media includes but is not limited to Facebook, Messenger, Twitter, Instagram, WhatsApp, Snapchat, YouTube, TikTok etc. and forum/discussion (chat) boards such as Reddit and Quora etc.

This guide will be reviewed regularly giving the changing environment of the internet.

Using Social Media

Cricket Ireland uses online social media platforms to share information, gather feedback and create a dialogue of conversation and promote the activities of cricket across the island of Ireland.

Cricket Ireland, Provincial Unions and any clubs or associations affiliated with Cricket Ireland reserve the right to remove comments or content on their social media platforms that are:

- offensive or inappropriate
- obscene, or racist content
- personal attacks, insults, or threatening language
- comments that suggest or encourage illegal activity

At all times, the following regulations and relevant laws are complied with:

- General Data Protection Regulation (GDPR)
- Copyright and related acts
- Defamation Acts
- Children's First Act (ROI) and Safeguarding Vulnerable Groups (NI)
- Cricket Ireland Code of Conduct (Sports Leader, Parent/Guardian, and Young People)
- Cricket Ireland Anti-Bullying Policy

Guide for Coaches / Mentors / Administrators /Club Officials / Social media account moderators

The internet and social media can be a great way to promote your club, Provincial Union or Cricket Ireland and the sport as well as being able to connect with many others in the wider global community. It is also important to recognise your responsibility on the internet and social media:

- Do not post content that is confidential or private information in relation to players, teams, or the association
- Do not engage in conversations that may bring Cricket Ireland, Provincial Unions, clubs or affiliated associations into disrepute
- Do not endorse or make public statements that have not been approved and may bring Cricket Ireland, Provincial Unions, clubs, or affiliated associations into disrepute
- Keep your personal and your club, Provincial Union, or Cricket Ireland page separate
- While some of the youths you work with might see you as a friend and request to be 'friends' on your personal social media account(s), it's strongly encouraged not to accept. While the youth may see this as only being friends, it may not be viewed in the same light by parents/guardians or other club members.
- Do not post, send, or forward messages that are inappropriate, offensive, nasty or derogatory

Guide for Young People

The internet and social media can be a great way to stay in touch with friends, learn new things and have fun. When you use the internet or social media, here are a couple of things to remember:

- If you do not know someone, do not accept them as a 'friend' on social media
- It is best practice to keep social media accounts as private
- If you are receiving messages you are worried about, please tell your parents/guardians, your club Children's Officer, or an adult you trust.
- Do not post, send, or forward messages that are inappropriate, offensive, nasty or derogatory

Guide for Parent / Guardians

Parents/guardians play a vital role in promoting internet and social media safety to young people. Parents/guardians should:

- Know who your child is in contact with online
- Talk openly to your child about internet safety and using social media
- Remind your child not to accept 'friends' or talk to people online they do not know, it should be reported to the Provincial Union Designated Liaison Person. If deemed necessary, it should be reported to the relevant statutory authorities.

Use of Photography/Video

Cricket Ireland has adopted this policy in relation to the use of images of youth cricketers on its website, social media and in other publications as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites, social media and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Rules to guide the use of photography for a website, social media, or other publications

- Ask for parent/guardian written permission of youth (U18) players to take and use their image. This includes youth (U18) players on an adult's team at either Provincial Union or club level. It ensures that they are aware that photos/videos are being taken and the way the image is to be used to represent the sport. A parent/guardian consent form could be used, or this could be included as part of the initial membership registration.
- If a youth cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the youth cricketer
- If any image is used inappropriately, it should be reported to the appropriate person. For example, if an issue arises at club level, it should be reported to the club Designated Liaison Person. If it occurs at Provincial Union level, it should be reported to the Provincial Union Designated Liaison Person. If deemed necessary, it should be reported to the relevant statutory authorities.

Amateur photographers/film/video operators wishing to record an event or practice session should seek approval with the Children's Officer or leader of session.

When commissioning *professional photographers* or inviting the press to an activity or event, a Provincial Union or club should ensure all the necessary permissions are in place and that best practice is followed in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek approval with the Children's Officer or event organiser by producing their professional identification for the details to be recorded.

The Provincial Union or Club will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Not allow unsupervised access to athletes or one to one photo sessions at events
- Not approve/allow photo sessions outside the events or at a player's home

Videoing as a coaching aid

Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent/guardian. Anyone concerned about any photography taking place at events or training sessions can contact the Children's Officer or Designated Person and ask them to deal with the matter.

Use of Mobile Phones

Mobile phones are often given to young people for security, enabling parents/guardians to keep in touch and make sure they are safe. The use of mobile phones allows quick and easy contact, but it is important that mobile phones are not used to cross personal boundaries and cause harm for young people.

Managers / Coaches / Selectors

- May use group texts for communication and to inform parents/guardians of this at the start of the season
- It is not appropriate to have constant communication with individual cricketers
- Do not use phone in locations such as changing rooms or in areas where a childs safety and security may be compromised

Young people

- If you receive an offensive photo, email, or message, do not reply to it. Save it, make a note of time and date, and inform your parent/guardian/Club Children's Officer
- Be careful about the people to whom you give your number
- Do not respond to unfamiliar numbers
- Do not use your phone in locations such as changing rooms

Notice and Take Down Procedure

Cricket Ireland operates a notice and take down procedure for all its national operated social media platforms and website. This also applies to Provincial Unions, clubs and affiliated associations.

- If you have a complaint or objection to comments or content posted on the Cricket Ireland social media platforms or website or if you feel that the content contraventions any regulations or this policy, please submit a complaint to info@cricketireland.ie
- If you have a complaint or objection to comments or content posted on the Provincial Union's social media platforms or website or if you feel that the content contraventions any regulations or this policy, please submit a complaint to:

  Munster Cricket Union – admin@munstercricket.ie
  North West Cricket Union – info@northwestcricket.com
  Northern Cricket Union – cricketoffice@ncucricket.org
  Cricket Leinster – admin@cricketleinster.ie
  Connacht Cricket Union – rohini@connachtcricket.ie
- If you have a complaint or objection to comments or content posted on a club or affiliated association's social media platforms or website or if you feel that the content contraventions any regulations or this policy, please submit a complaint to the club secretary directly and Public Relations Officer.

Following the submission of a complaint, the below actions will be taken:

- Acknowledgement of the complaint will be given at the earliest opportunity.
- Where considered appropriate, the content may be edited or removed until the full enquiry is complete.
- Any editing or removal will be done without prejudice.
- Once the enquiry is complete Cricket Ireland or the relevant association may decide to:
  - Reinstate the content or not remove
  - Edit or amend the content at its discretion
  - Remove the content permanently

Missing Child Policy

Cricket Ireland understands and accepts that at times children and young persons can wander off without advising the coach or a responsible adult.

This policy sets out our commitment to ensure that proper procedures are followed and the steps to take if a child/young person goes missing at an event or club night.

What steps to take if a child goes missing:

- Report the incident to the event manager or nominated person immediately.
- Ensure all other children/young people are adequately supervised while a search for the missing child is carried out.
- Gather all available responsible adults and divide up the area to be searched, allocating each adult to an area.
- Ensure a description of the child has been provided to the search team
- Give a specified time and location for all adults to report back to the event manager or a nominated person
- Ensure all those searching have a contact number for the event manager or nominated person

After the initial search of the immediate surroundings is carried out and the child has not been found, contact the child's parent/guardians to advise them of the concern. Reassure them that you are doing all you can to find the child.

The event manager or nominated person should record details on the circumstances in which the child has went missing and where they were last seen. A detailed physical description of the child should be recorded to include their:

- Eye and hair colour
- Approximate height and build
- Distinguishing features (skin tone, glasses, visible birthmarks, piercings etc.)
- Clothing they were last seen wearing as this will be required by the Garda Siochana/PSNI.

If a PA system is available, an announcement can be made asking the child to report to a specific area. It should be avoided announcing that a child is missing.

If the search is unsuccessful, the concern should be reported to the Gardaí/PSNI. The Gardaí/PSNI may provide further advice before they become involved. Please follow any guidance they provide and maintain close contact with them.

At any given point of the investigation, if the child is located ensure that all adults involved in the search, their parents/guardians and Gardaí/PSNI are informed.

What steps to take if you find a lost child:

- Report the incident to the event manager or nominated person.
- Any child/young people U16 must be brought to a 'Safe Area' until collected by a parent/guardian or a member of an Garda Síochana/PSNI. Any child/young person over the age of 16 will be free to leave once the necessary 'found child form' has been filled in.
- A responsible adult (Over 18) must collect the child/young person who has been found. The child/young person should seem comfortable around them and that they are showing responsibility for the child/young person. The responsible adult is considered not to pose an obvious threat to the child/young person.
- If the child/young person seems reluctant or hesitant to go with the adult or other group members, consider contacting an Garda Síochana/PSNI for further advice.
- The responsible adult may be asked for proof of ID by the event manager or nominated person.
- If a child/young person isn't collected by the end of the event/club night and if there has been no contact with their parent/guardian, an Garda Síochana/PSNI will take the child/young person into their care.

The health, wellbeing and comfort of the child/young person is always of utmost importance.

CRICKET IRELAND

Section 7

Forms

- Reporting Concerns
- Accident Form
- Consent Form for U18 Traveling/Overnight Stay
- Missing Child Reporting Form
- Found Child Reporting Form

Recording Concerns Form

Club name:

Record completed by:

Position: | Date:

Child's name: | Child's DOB:

Child's address:

Parents'/guardians' names and address:

Parents'/guardians' contact details:

Date and time of any incident:

Your observations:

Your concerns:

Action taken so far:

Designated liasion person informed? Yes No

External agencies contacted:

Advice received from agency:

Cricket Ireland Safeguarding Officer contacted: Yes No

Date: _____ Time: _____

If not, why?

Signature: **Date:**

Accident Report Form

Club name:

Coach in attendance:

Coaches contact details:

INJURED PARTY

Name:

Club:

Home address:

ACCIDENT DETAILS

Form completed by:

Date:	Exact location:
Time:	Time reported:

Reported by who:

Nature of injury:

How accident happened?
Describe what activity was taking place, for example training/game/getting changed

Name and contact details of witnesses:

First Aid involved? Yes No

Were the following contacted? Police/Gardai Ambulance

Were the parents informed? Yes No

By whom: When:

Referred to Club Children's Officer? Yes No

Signature of Club Children's Officer: **Date:**

Accident Report Form contd.

Any further action to be taken?

Has the young person returned to? Yes No

Signature of management representative:

Date of return:

All of the above facts are a true record of the accident/incident.

Signature: **Date:**

Name:

(In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of Risk Assessment Form)

Consent Form for Under 18's Travelling Abroad or Requiring an Overnight Stay

Child's full name:

Date of birth:

Address:

Parent/guardian name:

Relationship to player:

Contact number:

Alternative emergency contact:

Name:

Relationship to player:

Contact number:

Medical history information
(Please give details of any known allergies or medical conditions, including any medication that your child takes – use additional page if needed)

Does your child need to be in possession of or need to be able to administer medication while participating in sport or other activities? Yes No

Can your child administer this medication without assistance? Yes No

In the case of an emergency, the coach/volunteer will do everything possible to contact the Parent/Guardian. However, if contact cannot be made, I authorise the certified First Aid person and/or leader in charge to take my child to a Hospital and give consent for any medical treatment on my / our behalf Agree Disagree

Any other special needs, dietary requirements, instructions that you feel we should be aware of?

Consent Form for Under 18's Travelling Abroad or Requiring an Overnight Stay contd.

GP name:	
GP contact number:	

I know of no reason, medical or otherwise, why the above-named child should not participate in the activities involved. I have willingly supplied the contact and medical details above and consent that in the event of any illness/accident, any necessary treatment can be administered to my child. If need be they will be driven to a Hospital with a coach and/or volunteer.

I agree to abide by the Cricket Ireland Code of Conduct for a) Players b) Parents/Guardians as governed by the Cricket Ireland Code of Practice and Safeguarding Procedures for children.

I understand that my child is sleeping with other team mates in a dormitory and that the team coaches will be in rooms next door.

Signature youth participant:		**Date:**	
Signature parent/guardian:		**Date:**	

Youth Consent Form

Child's full legal name:	
Date of birth:	
Parent/guardian name:	
Parent/guardian name:	
Provincial union:	
Club Team:	
Home Address:	
Postcode/Eircode:	
Tel number:	
Secondary contact number:	
Email address:	
Family doctor:	
Doctor's address:	
Doctor's tel number:	
Additional emergency contact:	
Dietary requirements:	

Known medical conditions/disabilities/medication/food allergies/special/other:

Does the player require assistance with administering medical support?
(Medication, Diabetic injections, Epi Pens...)

Youth Consent Form contd.

I agree to my child taking part in Cricket Ireland Youth training programmes, matches and tours.

I confirm that, to the best of my knowledge, my child does not suffer from any medical condition other than those listed above.

I consent to my child traveling by any form of public transport, by minibus or a Private Travel Company or one of the participating teams.

I authorise the leader of the party, or any other member of staff accompanying the party who may be present, to consent to such medical treatment (including inoculations, blood transfusions or surgery) which in the opinion of a qualified medical practitioner may be necessary during any period when my child is away with Cricket Ireland and away from direct parental control and direction.

I consent to the taking of photographs and films of my child and for their publication in newspapers, Cricket Ireland displays, Cricket Ireland social media pages, Cricket Ireland website reports and for coaching purposes.

Signature parent/guardian: **Date:**

CRICKET IRELAND

CONNACHT CRICKET UNION | CRICKET LEINSTER | MUNSTER CRICKET | NORTHERN CRICKET UNION OF IRELAND | NORTH WEST CRICKET UNION

Youth Medical Questionnaire

Full legal name:

Date of birth:

Address including Postcode/Eircode:

Primary telephone number:

Secondary contact number:

Email address:

Emergency contact details:

Relationship to participant:

Registered GP & medical practice:

Medical practice contact number:

Have you sustained any musculoskeletal Injuries in the last 12 months? Yes No

If yes, please state details:

Do you have diagnosed medical conditions for any of the following?

Thyroid..... Yes No

Heart..... Yes No

Rheumatological Conditions.... Yes No

Epilepsy..... Yes No

Asthma..... Yes No

Diabetes..... Yes No

Do you have any other relevant past medical history?

Do you have any allergies? If yes, what medication has been prescribed?

Youth Medical Questionnaire contd.

Do you currently take any regular medication?

Do you take any medications that require medical assistance? Yes No

If yes, please list below:

Have you had any recent or long term dental issues?

Please state what vaccinations you have received and when you received them.

	YES, RECEIVED	DATE RECEIVED
Hep A		
Hep B		
Tetanus		
Yellow fever		
Typhoid		
Diphtheria		
Polio		

Signature parent/guardian: **Date:**

Missing Child Reporting Form

Event name:	
Date of event:	
Event director:	

CHILD'S DETAILS

Name:			
Male/female:			
Age of child:		Date of birth:	
Hair colour:		Eye colour:	
Clothing (colour & pattern):			
Time and place the child was found:			
Time event staff informed:			

PARENT GUARDIAN DETAILS

Name (as per registration form if a participant):	
Phone number:	
Home address:	
Event Security informed (time):	
Gardaí/PSNI informed (time):	

Found Child Reporting Form

Event name:	
Date of event:	
Event director:	

CHILD'S DETAILS

Name:			
Male/female:			
Age of child:		Date of birth:	
Hair colour:		Eye colour:	
Clothing (colour & pattern):			
Time and place the child was found:			

PERSON WHO FOUND THE CHILD DETAILS

Name:	
Phone number:	
Role (security/event staff/spectator etc.):	
Time event staff informed:	
Has the child any special medical requirements?	

PARENT/GUARDIAN NAME COLLECTING THE CHILD

Phone number:	
Home address:	
Time child reunited:	

EVENT STAFF HANDING OVER THE CHILD

Print name:	
Signature:	

Vetting & Safeguarding Requirements

The following requirements apply to all Cricket Ireland staff and volunteers, as well as all affiliated Provincial Union's and Club level staff and volunteers.

Identified Group	Minimum Vetting and Training Required			
	VETTING[1]	ONLINE/FACE TO FACE SAFEGUARIDNG TRAINING[2]		
(Children are defined as someone Under 18)	National Vetting Bureau (ROI) Access NI (NI)	Safeguarding 1 (Child Welfare & Basic Awareness Workshop)	Safeguarding 2 (Club Children's Officer)	Safeguarding 3 (Designated Liaison Person)
PROVINCIAL UNION, CLUB COACHES				
Coach/ Leader/ Instructor working with children in a Regulated Activity[3]	✓	✓		
Coach/ Leader/ Instructor no consistent contact with children or vulnerable people[3]				
Coach/ Leader/ Instructor working with Vulnerable People in a Regulated Activity[3]	✓	✓		
Umpires/Score Keepers/Match Officials	✓	✓		
Manager/Captain of senior teams with youth players	✓	✓		
PROVINCIAL UNION, CLUBS STAFF AND VOLUNTEERS				
Designated Liaison Person[5]	✓	✓		✓
Club Children's Officer[5]	✓	✓	✓	
Club Children's Officer Deputy (NI)[5]	✓	✓	✓	
Mandated Person	✓	✓		✓
Anyone whose role is primarily working with Children and or Vulnerable People[3]	✓	✓		
Team Driver(s) & Over Night Chaperones	✓			

Vetting & Safeguarding Requirements contd.

Identified Group	Minimum Vetting and Training Required			
	VETTING[1]	ONLINE/FACE TO FACE SAFEGUARIDNG TRAINING[2]		
(Children are defined as someone Under 18)	National Vetting Bureau (ROI) Access NI (NI)	Safeguarding 1 (Child Welfare & Basic Awareness Workshop)	Safeguarding 2 (Club Children's Officer)	Safeguarding 3 (Designated Liaison Person)
CRICKET IRELAND NGB				
Cricket Ireland CEO	✓	✓		✓
Office Staff (working in a Regulated Activity[3])	✓	✓		
Coaching Staff (working with in a Regulated Activity[3])	✓	✓		
Development Officers (working in a Regulated Activity[3])	✓	✓		
National Safeguarding Officer	✓	✓	✓	✓
Coach Education (working in a Regulated Activity[3])	✓	✓		
Safeguarding Training Tutors[4]	✓	✓	✓	✓

Garda Vetting (NVB Disclosure Letters) - Republic of Ireland

If you require an Garda Vetting check please speak with your local PU/Club about an Garda Vetting Invitation and or Parent Consent Form this will fully explain how to make an application. Further information can be found here.

Access NI Disclosure - Northern Ireland

If you require an Access NI check please speak with your local PU/Club about an Access NI Application Form and Guidance document this will fully explain how to make an application. Further information can be found here.

1 Garda Vetting and Access NI checks are to be completed every 3 years prior to the expiry of their current disclosure letter.
2 Sport Ireland requires a revalidation of all Safeguarding Workshops (Safeguarding Guidance for Children & Young People in Sport) within 3 years of completion.
3 Any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
4 Tutor training and the levels required are dependent on the level the individual will tutor moving forward.
5 Northern Ireland the DLP and CCO are a combined role, it is best practice to have a Deputy CCO. In the ROI the DLP and CCO are two sperate roles. It is best practice to have the DLP and CCO be a part of union or club senior management.

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