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|  | **EVERSLEY CRICKET CLUB**  **Code for Managing Children Away from the Club** |  |

**Policy Statement**

In any given season, as many as 50 per cent of matches can be played away from the club and that’s without tours and festivals or similar events. For a club to be able to demonstrate its duty of care to the children in its team/s a robust generic protocol needs to be able to fit all occasions.

These guidelines also apply to open age group teams where one or more players are under the age of 18.

Eversley Cricket Club will do this by: -

Appointing a Team Manager with clear roles and responsibilities including:

**Establishing and communicating the following information to parent(s):**

* Why the trip is planned and what is its reason or purpose
* When the trip will take place – date, time of departure and estimated time of return
* Where the trip is to, including the destination and venue
* Where the meeting points will be, at home and at the away venue
* Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
* Kit and equipment requirements
* Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
* Name and contact number of the person acting as the ‘Club Home Contact’
* Arrangements for food and drink

**Being in possession of a written copy of relevant emergency contact details and any medical information for all children taking part**

**Ensuring that appropriate staffing and staff training arrangements have been made by:**

* Appointing a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Tour Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones
* Ensuring all members of staff need to have a clear knowledge of their roles and responsibilities for the team
* All staff must go through an induction programme ensuring they understand the ECB “Safe Hands Policy”

**Ensuring there is a ‘Club Home Contact’ (a member of the club who is not travelling away and who has been appropriately vetted) who will act as a contact point in an emergency. Ensuring that the Club Home Contact is provided with the following information to enable them to fulfil their role should they need to:**

* Names of all players and staff on the trip
* Emergency contact names and phone numbers for each of the above
* Details of any medical or physical needs these persons may have
* Contact numbers for staff which can be used while the staff are on the trip
* Telephone numbers for the local police to the home club

**The appointed Team Manager will ensure that detailed trip planning takes place including the need to:**

* Identify suitable venues and facilities for both the cricket and accommodation
* If possible, ensure a visit to the tour facilities and venues is made before the trip, to enable an effective risk assessment to take place. (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip)
* Conduct a risk assessment. Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip
* Ensure that children are not placed in situations which expose them to an unacceptable level of risk
* Analyse insurance cover required
* Check the Club’s insurance policies for clarification of cover for matches away from the home club especially in relation to the supervision of children
* Ensure sufficient time is allowed when planning a trip to allow for all requirements to be completed

**The following guidance and protocols will be followed as needed:**

Concerning the general safeguarding of players:

* The Team Manager must ensure players are safe throughout the tour
* Players must know the whereabouts of staff at all times
* Staff are to be made aware they have a common law duty of care to act as a prudent parent would

Concerning the medical welfare of players:

* Medical details and relevant information must be carried by a member of staff
* Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes
* Staff should have access to calling the emergency services and the minimum first aid provision
* A first aid kit should be carried
* Staff must act in an emergency and take lifesaving action in extreme situations

**If an emergency occurs, the Team Manager will:**

* Establish the nature of the emergency and names of any casualties
* Ensure the rest of the team are safe and supervised
* Ensure all members of the party are aware of the situation and follow emergency procedures
* Ensure a member of staff accompanies any casualties to hospital
* Notify the police if necessary
* Complete an ECB incident reporting form
* Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord’s
* Contact the Club Home Contact, who will:
* Contact parents and keep them informed
* Liaise with club staff, and if necessary, the ECB
* Liaise with the media contact if applicable
* Report the incident to insurers