

Responding to, Recording and Reporting (Sharing) Concerns

This section provides guidance on what to do if you have a concern about a child or about the behaviour of an adult in cricket

The ECB requires all County Boards, affiliated clubs and bodies to recruit, appoint and train a Welfare Officer. The ECB requires all affiliated clubs and bodies to follow the ECB Child Safeguarding procedure as published.

The expectation is simple : if you have a concern, you must share it. Taking no action may leave a child or children at risk of harm, and is not an option.

There are three steps involved in taking appropriate action. These are known as the three R's : Respond - Record - Report

Respond to the concern or allegation (stay calm, reassure, listen)

Record the relevant information (make notes)

Report the relevant information (share your concerns)

Reasons for taking appropriate action to report / share concerns

There may be a number of reasons Something you have seen - including why an individual may have a concern. online

These include:

Something a child has said	Allegations made about a parent, carer or someone not working within the sport
Possible signs or suspicions of abuse	Bullying
Something somebody else has said	Breach of code of conduct/poor practice
Allegations made against a member of staff or volunteer *BE AWARE - allegations are often made as 'complaints'. If you hear a complaint which raises concerns about a child or children, treat it initially as an allegation or safeguarding concern.	Observation of inappropriate or worrying behaviour
	A feeling that something is not right
	This is not a definitive list - IF IN DOUBT, SHARE YOUR CONCERN!.

Step 1 Responding to disclosure, suspicions and/or allegations

Anyone responding to disclosure, suspicions and/or allegations must always:

Stay calm; do not show disgust or disbelief

Ensure the child is safe and feels safe

Listen carefully to what is said

Ask questions only where they are really necessary to clarify what you are being told. (Always avoid asking leading questions)

Keep an open mind – do not make assumptions or judgments, show disgust or disbelief

Take the concern seriously

Reassure the child and stress that they are not to blame

Be honest and explain you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)

Maintain confidentiality – only tell others if it will help protect the child

Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

Never:

Approach any alleged abuser to discuss the concern

Rush into actions that may be inappropriate

Make promises you cannot keep

Take sole responsibility. Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

Step 2 Recording the incident

Information passed to the ECB, children's social care, police and/or the LADO (Local Authority Designated Officer) must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. The ECB Incident Reporting Form (which can be found in this Kit Bag) should be used wherever possible.

Information recorded must include the following:

Details of the child including full name, age/date of birth, address and gender

Details of the parent or guardian and whether they have been informed or not

Details of the facts of the allegation or observations

Details of the person alleged to have caused the incident/injury including the name, address and date of birth or their approximate age

A description of any visible bruising or other injuries

The child's account, if it can be given, of what happened and how

Witnesses to the incident(s)

Any times, dates or other relevant information

A clear distinction between what is (known to be) fact, opinion or hearsay

A signature, date and time on the report

Step 3 Reporting

Please remember :

It is everyone's duty to report suspected cases of abuse or concern to protect children. It is for the professionals to decide if abuse or neglect has taken place.

The ECB reporting structure

The principle strand of the "Safe Hands" safeguarding policy is the provision of an appropriate mechanism to provide correct, and comprehensive, reporting procedures for concerns. The ECB has a reporting framework which operates on three levels.

The primary level involves a Welfare Officer at local level such as in a club, squad, Panel, league, Board, First Class Club, Minor County Club, KSL team, etc.

Supporting the Club Welfare Officer is a County Welfare Officer (County WO) who is appointed by, and accountable to, the County Cricket Board. There is a County Welfare Officer for each of the ECB's County Cricket Boards.

Supporting the County Welfare Officer is the ECB Safeguarding Team, part of the ECB's Integrity Unit

In the first instance : [share your concern with the Club Welfare Officer](#)

If he or she is not available, or it is not appropriate to share the concern with them, speak to your County Welfare Officer.

If that is not possible, contact the ECB safeguarding Team at safeguarding@ecb.co.uk

If you believe a child may be in danger, or if a crime may have been committed - do not hesitate to contact the Emergency Services.

Safeguarding reporting structure within cricket

