



ECB Guidance on Appointing and Training a Club Safeguarding Officer

It is a mandatory requirement that every ECB affiliated club and organisation recruit, appoint and train a Club Safeguarding Officer.

This is essential to provide a “first point of contact” for everyone within the club and the ECB for child safeguarding matters, and crucially, to ensure the club is adopting and implementing, the safeguarding activities necessary for it to fulfil its duty of care for children.

When appointing a new Club Safeguarding Officer, clubs must remember to refer to the ECB policy on appropriate recruitment for individuals who work with children.

The role of Club Safeguarding Officer meets the legal definition of regulated activity.

This means that the club **MUST** ensure the individual is properly vetted and that they are not barred from working with children.

The Club Safeguarding Officer **MUST** have, or obtain, a current valid ECB DBS check. The ECB DBS check must always be current i.e., every year or via the ECB's annual check of the DBS Online Update service.

Who should be a Club Safeguarding Officer?

The person selected for the role of Club Safeguarding Officer must be able to:

- Satisfy the requirements of the core skills and knowledge areas.
- Be prepared to complete the required training and the core tasks of the role.
- Where possible, the person selected for the role of Club Safeguarding Officer should not be someone who already has a high profile role within the club.

The importance of selecting the right person cannot be over-stated. The person selected may well be privy to some of the most private aspects of club members lives and must show they are able, and experienced enough, to handle confidential matters.

Club Safeguarding Officer Role Profile

Core Tasks

- Promote good practice in safeguarding and protecting children in their club, working with the coaching teams, club committee and club members to create a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at the club.
- To be the first point of contact for all club child safeguarding issues.
- To act as a source of advice on current best practice and provide support to the Club Committee and the members of the club on safeguarding issues and procedures.
- To attend Club Committee meetings as a member of that Committee.
- To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior cricket decisions.
- To advise the Committee on which roles within the club require the post holder to undertake the ECB vetting process and ensure such vetting applications are completed.
- To work closely with the Volunteer Co-ordinator, where one is in place, ensuring vetting checks and training are completed as required.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible child safeguarding nature are reported/referred appropriately to the County Safeguarding Officer, the ECB and/or Statutory Agencies in a timely fashion, and in accordance with ECB procedures.

Core knowledge

- To be aware of the ECB process for reporting incidents to the County Safeguarding Officer, ECB and Statutory Agencies.
- To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a basic understanding of the Statutory Agencies and their role in child safeguarding.
- To be aware of ECB safeguarding policies and procedures as set out in "Safe Hands."

Core skills

- Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children and the ability to communicate with children and parents.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.



Club Safeguarding Officer Training

The ECB requires all Club Safeguarding Officers to attend the following training to support and equip them for the role:

Safeguarding and Protecting Children (SPC) workshop

Once the Club Safeguarding Officer has been appointed, they must attend a UK Coaching "Safeguarding and Protecting Children in Sport" course. This is a basic awareness course and is required before attending the training for Club Safeguarding Officers (<https://www.ukcoaching.org/courses>).

A vocational basic awareness course (such as LSCB courses for social care workers, health professionals and designated child protection officers in education) can replace the SPC workshop, if evidenced by a certificate of attendance and as agreed by the County Safeguarding Officer.

Safe Hands Workshop

This course is designed specifically for Club Safeguarding Officers in cricket clubs. The course is delivered by ECB trained tutors and County Safeguarding Officers.

All Club Safeguarding Officers **MUST** attend the Safe Hands workshop and refresh this training every 3 years. The training enables the Club Safeguarding Officer to:

- Explain the role and responsibility of the Club Safeguarding Officer and how this relates to other key roles in cricket.
- Review club processes regarding good safeguarding practice and duty of care.
- Deal confidently with any concerns that may arise.
- Create an ongoing action plan to support the implementation of "Safe Hands" in the club
- Understand what support is available and how to access this.
- Able to persuade, influence and instruct on safeguarding matters as necessary.
- Understand the importance of listening to children and helping the club develop processes and systems to do so.

Both training courses must be refreshed every 3 years



Other Recommendations

The Club Chairman should personally ensure the Club Safeguarding Officer has been through the ECB's vetting process and that written references on the prospective Club Safeguarding Officer have been taken up. Any concerns raised by those providing the reference should be referred by the Chairman directly to the County Safeguarding Officer.

The name and contact details for the appointed Club Safeguarding Officer should be communicated to your County Safeguarding Officer and County Cricket Board.

The Club Safeguarding Officer's name and contact details must be made known to club members, and other persons associated with the club, and displayed on the club notice board.

Once trained, the club should display the Club Safeguarding Officer's training certificates on the club notice board.

The Club Safeguarding Officer should be present at welcome events / registration sessions and inform people of their role at these events.

It is best practice for the Club Safeguarding Officer to have a presence during Junior sessions and matches.