DEVON CRICKET FOUNDATION | CLUB SAFEGUARDING

ECB SAFE HANDS MANAGEMENT SYTEM (SHMS)

SHMS Made Simple

What Club Committees and Club Safeguarding Officers (CSO) need to know

The Safe Hands Management System (SHMS) is the backbone of safeguarding in every recreational cricket club. It's more than a database — it's your club's live, central record of key people, roles, qualifications and compliance. When SHMS is understood and shared across the committee, safeguarding becomes stronger, smoother and far more sustainable.

3-STEPS TO EFFECTIVE SHMS FOR YOUR CLUB

1| A shared club responsibility

COMMITTEE: Keep safeguarding and SHMS on the agenda. Support actions, succession and timely volunteer compliance.

CLUB ADMINISTRATOR: Maintain club details on the SHMS portal including officials for teams and sections. Send/re-send role invitations and review the dashboard.

CLUB SAFEGUARDING OFFICER: Be appointed, vetted and appropriately trained; help identify who needs DBS/training and report safeguarding actions to committee.

2| Manage SHMS effectively

- **Keep the club profile accurate.** Check contact details are upto date. Confirm which teams, programmes and activity your club actually runs.
- **Record the right people in the right roles.** Add new officials promptly; remove people who have left or changed roles.
- **Make sure invitations are accepted.** An official is not fully connected until they accept their SHMS role. Invitations expire after 45 days; automatic reminders are sent after 7 and 21 days.
- **Act on red compliance items.** SHMS checks mandatory safeguarding requirements, including required roles and whether officials hold the DBS/training needed for their role.
- **Check DBS and qualifications before they expire.** Use SHMS as an early-warning system and start renewals/training in good time.
- Review routinely, not once a year. Set a monthly reminder and do an extra clean-up after the AGM, before the season and whenever volunteers change.

ECB Safe Hands

A SIMPLE COMMITTEE CYCLE

MONTHLY

Club Administrator checks dashboards, outstanding invitations, expiring DBS/training and changes to officials.

AT COMMITTEE

CSO reports status/actions; committee records key safeguarding actions in the minutes.

AGM / PRE-SEASON

Confirm role-holders, remove leavers, add newcomers, check teams/ programmes and resolve compliance gaps before activity starts.

3| Know the dashboard

RED = mandatory compliance action

Typical requirements include a Chair, at least one Club Safeguarding Officer, compliant officials, and—where relevant coach for junior teams and an Activator for national programmes.

BLUE = advisory / good-practice action

Use advisory items to strengthen your club even where they are not mandatory. Dashboard compliance is updated once daily, so changes may show the following day.

If something is not showing correctly

- Check the person has accepted the correct role invitation and that their personal details match their ECB records.
- Do not assume a qualification or DBS is valid just because someone says it is—use the SHMS status and follow the relevant help guidance if records are missing.
- Use the Safe Hands Help Centre for system guidance; contact Devon Cricket Foundation when your club needs local support or onboarding.

HOW LONG IS A DBS VALID FOR?

The SHMS system can show DBS status as being valid for up to 3-years.

In reality DBS clearance is only valid for 1-year before a recheck is due via the Automatic Renewal System.

HOW DO I KNOW SOMEONE IS SIGNED UP FOR THE AUTO RENEWAL CHECK

1. The SHMS system will show a renewal date that is more 12 months in the future.

2. The ECB Disclosures Portal - the 'Update Service' tab shows an individuals status; including last recheck, renewal date, and when consent was given.

PROBLEM SOLVING HELP

SHMS PORTAL | shms.powerappsportals.com

SAFE HANDS HELP CENTRE | safehands.zendesk.com

DEVON SHMS GUIDANCE | devoncricket.co.uk/SHMS

REGIONAL CLUB DEVELOPMENT OFFICER SUPPORT

North & East Devon | Antony Cox | antony.cox@devoncricket.co.uk | 07375 323421
South & West Devon | Ian McCombes | ian.mccombes@devoncricket.co.uk | 07939 016149

REPORT A SAFEGUARDING CONCERN

James May, County Safeguarding Officer | james.may@devoncricket.co.uk | 07946 343520

Keep SHMS accurate, current and part of normal club governance — not a once-a-year compliance exercise.

GET IN TOUCH WITH THE FOUNDATION

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