



LEAMINGTON CRICKET CLUB

LEAMINGTON CRICKET CLUB POLICY RELATING TO THE MANAGEMENT OF CHILDREN AWAY FROM THE CLUB

This policy applies to all trips to venues outside of Leamington where one or more players are under the age of 18. This includes junior fixtures and senior fixtures where one or more juniors are included in the side.

At the start of each playing season, all junior members and parents will be asked to complete a player profile. This profile will be collated by the Club Welfare officer and Head of Youth Cricket.

Prior to the playing season all age group teams will have a nominated team manager who will be DBS checked

All nominated team managers will be notified of relevant information contained within the player profiles of their individual team players

The Team Manager shall be responsible for the following:

- Establish and communicate the following information to parent(s) and the club home contact:
 - 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.



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- Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs.

- Nominate and obtain contact numbers of the person acting as the 'Club Home Contact and provide that person with any/all relevant information regarding the junior players involved in the trip

- Arrangements for food and drink if relevant

- Ensure they have with them all relevant information about their players from the profile including contact numbers

- Ensure that there are sufficient junior supervisors on the trip. There must be at least two supervisors on the trip (unless there is only one junior on the trip), one of whom can be the Team Manager. There must be at least one supervisor for every eight under-9's, and one supervisor for every ten 9-and-overs on the trip. All supervisors must have been CRB checked by the ECB.

• **The Club Home Contact shall:**

- Be made aware of all relevant information regarding players on the trip and details of the trip, venue, return times etc

- Take contact details for the team manager while on the trip.

- Be contactable for the entire period of the trip.

During the trip

During the trip, the Team Manager shall:

- Count all junior members before and after each journey. A journey shall be a period of travel during which juniors do not have a reasonable opportunity to leave their vehicle. If the journey is broken by a stop at a petrol station, etc, then this shall be considered to be the start of a new journey.

- At the destination of each journey, inform all juniors of an agreed meeting point, and instruct all juniors that if they get lost or separated from the group, they should return to the agreed meeting point and wait for someone to find them. For cricket grounds, the agreed meeting point shall normally be wherever the team kitbag is located.



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- Inform the Club Home Contact if there are any significant changes in the plan for the trip, including any change of more than half an hour in estimated time of return.
- Inform the Club Home Contact if there are any significant problems during the trip, including but not limited to missing children, injuries and illness.

End of the Trip

At the end of the trip, the Team Manager shall:

- Keep all juniors under their care at the agreed home meeting point until they are collected by their parents, unless agreed otherwise with the parent beforehand.

Overnight Trips

In addition to the above the following will be adopted in relation to any planned overnight trips

All overnight trips must be agreed and sanctioned by the club committee

- The organiser will identify suitable venues and facilities for both the cricket and accommodation-

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If possible, a visit to the tour facilities and venues will be 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)

- A risk assessment will be conducted by the trip organiser prior to the trip
 - Children must not be placed in situations which expose them to an unacceptable level of risk
- The trip organiser will be responsible for checking the relevant insurance is in place including cover for matches away from Leamington club especially in relation to the supervision of children
- The trip organiser will identify and nominate a home Liaison.

Staff at the chosen accommodation must be contacted in advance by the trip organiser to:

- Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities



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- Confirm that:
 - Players will not share a bed
 - Male and female players will not share a room
 - Staff do not share a room with players
 - Players of vastly differing ages do not share a room
- Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected)
- Check the accommodation policy for extras on bills, breakages and lost keys
- Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities
- Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary
- Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together
- Discuss the club's code of conduct and discipline policy
- Ensure all dietary requirements are catered for

The organiser will be responsible for arranging a meeting with the parents and players to provide details of the trip. The following additional information must be communicated to parents in writing by the organiser:

- An itinerary giving as much detail as possible
- The duration of the trip
- Details of accommodation with address and contact number
- Names of all cricket staff
- Codes of conduct for staff and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures
- Details of insurance



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- Date for paying deposit

- Details of transport

The following written and signed information from parents/guardians/ carers must be obtained by the organiser

- Signed consent form accepting the code of conduct and detailing:
 - Any specific medical information such as allergies and current medication
 - Special dietary requirements
 - Consent for emergency medical treatment
 - Agreement to pay the fee
 - Confirmation that contact details have not changed
- The Tour Manager and coaches should meet with players prior to the trip to agree:
 - Expectation of the players
 - Clothing list
 - Codes of conduct/behaviour – this should be signed by all young players with their parents' permission
 - Their responsibility for their own property
 - Staff roles and responsibilities
 - Emergency procedures
 - Support if they become homesick, are unhappy, or need to speak to someone in confidence

The Club Home Contact must be provided with the following additional information:

- Contact numbers for the accommodation
- Telephone numbers for the nearest police to the accommodation

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, including which rooms' staff are in and how to contact them if required
- Staff must know they have a common law duty of care to act as a prudent parent would
- Medical details and relevant information must be carried by a member of staff at all times
- 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



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- Staff must act in an emergency and take lifesaving action in extreme situations

If an emergency occurs, the Team Manager must:

- 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