



**DERBYSHIRE** Cricket  
Foundation

# Safeguarding Newsletter Spring 2024

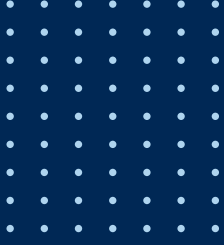
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# Welcome to the Safeguarding and Welfare Newsletter



Spring 2024

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## Introduction

This newsletter will provide you with information and advice that is relevant to your club and the safeguarding of your members.

In the newsletter we try and keep you up to date with developments and changes in the safeguarding aspect of cricket, particularly in Derbyshire. Some items are repeated each newsletter to reinforce the importance and to ensure new and old see the information.

## County Safeguarding Officer

The County Safeguarding Officer is Angela Gregson, who can offer support and guidance for anyone who has concerns about safeguarding. Angela is supported by the Deputy County Safeguarding Officer, Mick Glenn.

Angela is a tutor for face-to-face Safe Hands training courses with Jon Dyson and Tom Coxhead.

Contact details are:

Angela:

·Email: [safeguarding@dcfcricket.com](mailto:safeguarding@dcfcricket.com)

·Mobile: 0796 044 9759

Mick:

·Email: [mick.glenn@dcfcricket.com](mailto:mick.glenn@dcfcricket.com)

·Mobile: 0797 650 4276

## Top Tips

### Make sure that as a Club Safeguarding Officer (CSO) you are fully qualified for the role

- A current DBS from the ECB in place and signed up to the update service.
- ECB Online Safeguarding course completed - Safeguarding for Committee Members and Club Safeguarding Officers
- Attendance at an in-person ECB Safe Hands course within 3 years.

### Safe Hands Management System (SHMS)

As CSO you should either be the nominated club administrator for SHMS or have a good working relationship with the club administrator.

Ensure SHMS is accurate and regularly reviewed with all volunteers and roles updated on the system with qualifications and DBS checks in place, prior to the start of the season.

### Safeguarding Culture

Key committee members should complete the necessary online ECB training (this is voluntary not mandatory, but it is strongly encouraged by DCF), with further information and how to book available in this newsletter.

Safeguarding should be on every committee agenda and the CSO should be a committee member. There is always something that can be done to improve your club safeguarding provision.

Club Safeguarding Officers should be proactive within the club & visible to those holding key roles as well as children, parents, members, players & spectators.

### Reporting a Concern

Ensure members, volunteers and players (Junior & Senior) know 'How to Report a Concern' within your club environment.

There is also the opportunity for anyone to report a concern via the [DCF Safeguarding Reporting Form](#)



## WeCare - Welfare and Well-being Support

Club Safeguarding Officers can now access medical, mental health and well-being support through Canada Life WeCare. This is an excellent, free and entirely confidential support scheme that the ECB are providing for the Club and County Safeguarding Officer network.

The provision will also be available for immediate family members. Please contact Angele Gregson for further information and access.

## Safe Hands Guidance and New Safeguarding Club Policy Template

The ECB Safeguarding Team have been reviewing and updating the Safe Hands Policy, Guidance and Template documents. The ECB Safe Hands Policy has been updated and approved by the ECB Board and can be found [here](#).

There is a requirement for recreational clubs to hold a safeguarding policy. The ECB are now asking clubs to complete a new Safeguarding Policy Statement which asks them to agree to Safe Hands being the single safeguarding policy for the game. This will hopefully be seen as a positive step forward, to reduce the workload for our volunteer Club Safeguarding Officers and provide consistency across the club network.

The new Safeguarding Policy statement for clubs to adopt and display can be found [here](#). Please take the time to update and adopt this policy at your next AGM and annually thereafter.

Updated guidance and policy templates can be found on the ECB website [here](#).

## Disclosure and Barring Service (DBS) Checks and Application Information

To ensure DBS application are successfully processed, please see below for important information:

- DBS applications should be under the applicants' full legal name. An alias or shortened version of names e.g., Tom instead of Thomas, will not be accepted.
- Any certificate issued which is not in the applicant's full name is invalid and a new application will need to be made. This can result in a period of temporary suspension from their regulated role in cricket.
- Please check an applicant's full legal name before initiating or carrying out a verification.
- Once the applicant enters their documents, they should be encouraged to have the application verified promptly as any documents used that need to be dated within the last 3 months could have passed that time. If this happens the application will need to be cancelled and started again.
- The Safe Hands Management System (SHMS) requires the name to match the name on the DBS certificate so that it can be matched to confirm the person is compliant for their role.

There is a helpdesk function within the system, or you can contact Angela or Mick for advice.

## Captains and Vice-Captains

Just a reminder that all open age captains and vice-captains **MUST** have a current DBS at the start of the season. This includes any friendly teams in the club.

This DBS must be through the ECB vetting process and not through work or any other agency.

We recommend that all vice-captains are vetted as things can change in the season – injury/holidays/change of work – that means the captain is no longer in the team.

This is an ECB requirement and must be adhered to. The application lists the role as captain and not vice-captain.



## **DBS Update Service**

It is recommended that all individuals who require an ECB DBS join the DBS Update Service, so they do not have to apply for a new DBS check each year. This service keeps their DBS certificate up to date, which means that when the ECB need to recheck their DBS status, they can carry out a quick, online status check to see if anything has changed on their certificate. They can join the Update Service during the application or once their certificate has been issued.

Once a DBS Certificate has been issued, the ECB will invite the applicant to register their certificate to the update service so that it can be rechecked/renewed annually. The applicant will receive three reminders to join the update service, after that they are automatically opted out.

The ECB do not give clearance for 3 years. The cost to registering to the Update Service is free to volunteers, £13 per annum for those in paid roles. This fee is paid directly to the DBS Update Service (online) when registering and renewing the subscription.

### ***Contact email from ECB to renew DBS***

Whether a person is on the update service or not, a person will receive an email notification directly from the ECB from the email address [dbs@ecb.disclosures.co.uk](mailto:dbs@ecb.disclosures.co.uk). This will be approx. 1 month before their renewal date (every year) asking them to log into the DBS portal to consent to their recheck and complete their annual confirmation of their role/club/contact details. This must be done if in a paid role or a volunteer. If they have not logged in and consented/reconfirmed their details, then their renewal will not take place. Their ECB DBS clearance will expire on their renewal date. If they are still in the role then a new ECB DBS is required to be initiated asap.

### ***Contact email from the DBS Update Service***

This is external to the ECB. The DBS Update Service will also email a person from the email address [dbs.update.service@notifications.service.gov.uk](mailto:dbs.update.service@notifications.service.gov.uk) as a person's account is personally registered to them. To maintain their registration, if they are in a paid role, they will need to log in to pay their annual fee of £13.

If they are a volunteer, they will also receive an annual subscription email but as they are not required to pay, they do not need to do anything with this email.

Further information and FAQ's can be found using this link:

**<https://safehands.zendesk.com/hc/en-us/articles/6679940298141-DBS-Renewal-FAQ-s>**

## **DBS Verifier**

Most clubs have their own verifier, and this has helped in ensuring that DBS's are current.

If you are not a verifier, or another member of the club wishes to assist you, please contact Angela or Mick and we can initiate it.

A current ECB DBS is required to become a verifier.

## **Last Safe Hands Course before November!!!**

We are holding a mop-up face to face Safe Hands course for all those who have been unable to attend the previous courses we have held.

The next course after this will not be until November 2024.

Date: Tuesday 7th May 2024

Where: Derbyshire County Cricket Ground,  
Nottingham Road, Derby, DE21 6DA

Time: 6.15pm to 9.15pm.

Places available: 20

Booking Link: **<https://booking.ecb.co.uk/ZBArVL>**

## Safe Hands Management System

The Safe Hands Management System (SHMS) is an online Club Management Tool introduced in 2021 to support clubs in proactively managing safeguarding. All of our clubs have now been invited to use it with many of our clubs pro-actively using the system to manage their safeguarding provision.

The ECB are continuing to review the existing compliance rules to ensure that they remain fit-for-purpose in allowing clubs to demonstrate their commitment to safeguarding in the recreational game.

SHMS has the following benefits to clubs:

- It offers a secure platform for storing and managing information about club volunteers, no need to keep paper copies of the skills and qualification spreadsheet;
- It's integrated to ECB systems, meaning all information, and dates of qualifications and expiries is continually up to date;
- It allows clubs to proactively manage their safeguarding responsibilities;
- There's a dedicated Support Team dealing with any queries;
- It demonstrates that your club is committed to making cricket a safe sport for all;
- It's a requirement for access to ECB funding; and
- Your club is entitled to free Public Liability insurance through Howdens on completion of an Insurance Risk Assessment accessed through SHMS.

The best advice for the SHMS administrator is to:

**Ensure all data on the SHMS is up to date for the 2024 season and that the club portal is an accurate reflection of the volunteer workforce:**

- Have any new volunteers as club officials been added to the system?
- Have any roles been updated or club officials removed that no longer hold role(s) within the club?
- Has a check been made on officials accepting their role or has the invitation been re-sent? Please note that any invitations that have not been accepted will expire after 45 days. Reminders will have been sent after 7 days and 21 days
- Has the DBS and qualification status for all current officials been checked?  
We may be able to help if struggling with this.
- Have all teams and programmes information for the club been added?

**Initiate any required DBS checks as soon as possible. The further into the season the longer they can take to complete:**

- Have all DBS applications been completed by the applicants and verified?

**Update & complete all sections on the portal that are relevant to your club even if this means you are not able to meet all requirements to achieve club compliance:**

- Set a monthly reminder to access the system to check the club status throughout the season. If officials have delayed DBS applications the reminder may need to be weekly.

If a club is required to reach a state of club compliance for a specific purpose (e.g. Clubmark accreditation) then we will review this on a club-by-club basis.

Your Club and Community Cricket Officer can offer help and advice in the first instance and your club will have their contact details or contact Angela or Mick for them.

If there are any tasks to be completed that you need support with, visit the SHMS Help Centre [here](#) or email: [Safehands@ecb.co.uk](mailto:Safehands@ecb.co.uk)

## Safeguarding for Specialist Multiple Role Course

As a reminder Safeguarding for Specialist Multiple Roles (SSR) has now replaced Safeguarding Young Cricketers (SYC). To complete the course all learners should complete the main module, titled Safeguarding for Specialist Roles (80%) and one of the bolt-on modules (20%) relevant to their role.

- Safeguarding for Committee Members (Safeguarding Officers should complete this course and this course is added to them automatically when signing up for a Safe Hands course)
  - <https://booking.ecb.co.uk/zz3bba?locale=en>
- Safeguarding for Coaches & Activators (access given when registered on an ECB coaching course)
  - <https://booking.ecb.co.uk/yzkk5N?locale=en>
- Safeguarding for Captains & Team Managers
  - <https://booking.ecb.co.uk/ZLko9w?locale=en>
- Safeguarding for Umpires & Scorers (recommended for scorers since no requirement for a ECB DBS)
  - <https://booking.ecb.co.uk/W8nEOa?locale=en>

The course is free and should take 60-75 minutes for both sections. It will need to be repeated every 3 years.

From 1 May 2024 the SYC will no longer be accepted as valid qualification. The new accredited safeguarding courses (SSR) have got role specific elements that were not covered in the old SYC course.

As such, for the purposes of completing a course pre-requisite (for say a Coaching course or Safe Hands Workshop), individuals do need to be completing the new role-specific Safeguarding course that has been assigned to them and the ECB would not be able to accept the old SYC in its place any longer.

If an individual has more than one role in cricket, they should choose their primary role first but are welcome to complete additional bolt on modules for any additional roles.

Overseas coaches who have a recognised qualification will also be required to complete this course.

Links to the SSR course and module can be found above.

You will receive an email (may go to Spam) to set up an ECB e-learning account, if you do not have one, and once done simply log on to <https://elearning.ecb.co.uk>. You will see the 'Safeguarding for Specialist Multiple Roles' (SSR) course listed. The top-up elements will be greyed out, these will only become available once the SSR has been completed.

If you have forgotten your log on details, contact [elearning@ecb.co.uk](mailto:elearning@ecb.co.uk) and they will send you a reminder.

When completing the training it is important that the grey bar at the top of the screen has turned completely red for each section. If you skip to the end of the course without each section being fully completed, then a certificate to download/print will not become available.

*Tip – Hover your cursor on the bar at the top of each section at the point where it goes from red to grey. This will show tabs of all the items. The reds are complete, but the white ones haven't been opened.*



## Combatting Discrimination

In 2023 there was an increase in the number of complaints of discrimination in cricket across Derbyshire, particularly in junior cricket. We all want cricket to be a welcoming & inclusive sport and combatting discrimination is an important step towards that goal. It is also required legally, and reflected in the laws of the game.

- Respect is embedded in the laws of the game – “respect your captain, team-mates, opponents, and the authority of the umpires”
- It is against the law to discriminate based on protected characteristics defined in the Equality Act (2010), and clubs are subject to the Act.
- All clubs and leagues are required to comply with the ECB Anti-Discrimination code, which includes appropriately managing alleged breaches

When a child or at-risk adult feels unsafe or unwelcome, based on being treated differently due to a protected characteristic – it could be both a Safeguarding and Anti-discrimination issue.

- The most important thing is acting promptly to address the issue, and manage the risk of people feeling unsafe or unwelcome
- If you're unsure what to do – ask the DCF for help.

Identifying, reporting, and managing allegations of discrimination will enable issues to be managed effectively, lesson learned, and could protect your club from potentially breaching the Equality Act or ECB Anti-Discrimination Code.

### How can we reduce the risk of discrimination?

**Prevent** - proactive action to reduce the risk of discriminatory behaviour

**Address issues in the moment** - informal and timely resolution of low-level issues, where appropriate

**Report & manage** - formal management of allegations, where appropriate

- Adopt the Anti-Discrimination Code and communicate importance to club members
- Review your club Code of Conduct to make sure it is relevant, and communicate expectations to members, including junior players and parents
- Club officials, including Captains and junior team-managers to complete the ECB on-line training module: <https://antidiscriminationrecreationalgame.ecb.co.uk>
- Have a process for raising issues (informally and formally) and encourage members to raise issues when they happen
- Brief club officials, captains, and junior team-managers so they are familiar with how to respond and report any issues that occur
- Have a club disciplinary policy and process – consistent with the ECB General Conduct Regulations
- Seek guidance or support from the DCF

Reporting process – for individuals

DCF: <https://dcfcricket.com/a-game-for-everyone/reporting-discrimination/>

ECB: <https://www.ecb.co.uk/about/edi/report-discrimination>

Club reporting to DCF: [HERE](#)

**If in doubt - ask the DCF for help!**

**Please let us know what you think about this newsletter and if there are any items you would like to see in future issues.**