



**DERBYSHIRE** Cricket  
Foundation

# Safeguarding Newsletter

## Winter 2024

**#AGameForEveryone**

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Derbyshire Cricket Foundation Ltd

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# Welcome to the Safeguarding and Welfare Newsletter

## Winter 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

Your new County Safeguarding Officer is Amy Robinson, who can offer support and guidance for anyone who has concerns about safeguarding and any form of discrimination. Amy is supported by the Deputy County Safeguarding Officer, Mick Glenn. Amy will be starting in the role on January 6th 2025.

Amy will be a tutor for face-to-face Safe Hands training courses with Tom Coxhead.

Contact details are:

Amy:

·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 – details on the new course are in this newsletter
- Attendance at an in-person ECB Safe Hands course within 3 years – course dates below.

## **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. Further information on what is required can be found [here](#).

## **Safeguarding Culture**

Key committee members should complete the revised online ECB training (this is voluntary not mandatory, but it is strongly encouraged by DCF), further information will be sent to clubs when available but the current courses continue to be available [here](#).

We recommend that all club officials, including captains and junior team-managers also complete the ECB on-line training module [here](#).

Safeguarding should be on every committee agenda and the CSO should be a committee member giving a report every meeting and at the AGM. 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.

## **Safeguarding Policies**

This is the time to check that policies are up to date and accurate for the club. The ECB have revised policies and templates and these can be found [here](#). All the policies should be accessible to all members – on noticeboards and your websites. It is recommended that you ensure that all are aware of the Club Code of Conduct.

## **Safeguarding Concern Poster**

The ECB have produced a [poster](#) that you can adapt for your club for the noticeboard and we would also recommend for the changing room.

## **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](#)

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

To ensure DBS applications 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 Amy or Mick for advice.

## DBS Verifier

Most clubs now have their own verifier, and this has helped in ensuring that DBSs are current.

If you are not a verifier, or another member of the club wishes to assist you, please contact DCF to arrange.

A current ECB DBS is required to become a verifier.



## Overseas Players

The ECB have recently produced useful documentation regarding overseas players in cricket clubs. Rather than precis the content the documents that should be useful are listed below:

- [Additional Information for Cricket Clubs - June 2024](#)
- [Player Registration Information - June 2024](#)
- [Visa Overview Guidance - June 2024](#)
- [ECB Health and Safety Pack](#)

If they are going to be undertaking a regulated role then an ECB DBS is required and the [ECB Non-UK Resident Vetting Form](#) must be completed. They will require a local police check or certificate of good conduct which is easier to obtain whilst still in their country of residence.

## **DBS Update Service**

Individuals are either not registering for the free Update Service or register and miss the email for the annual update. This is meaning that clubs have people in regulated roles that do not have a current ECB DBS. During the season as volunteers, it is not always easy to keep checking this, but it is a necessity. Clubs on the Safe Hands Management System should be able to see at a glance if someone is not compliant.

To ensure that all members are aware of the Update System and the emails they will receive associated with it we suggest circulating the text below, so they are aware of what happens.

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 conduct 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, £16 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 £16.

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 [here](#).

## **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.

## New Safeguarding Courses for 2025

Following feedback from the network and an internal review, the ECB Safeguarding Team took the decision to update and revamp the current Safeguarding for Specialist Roles (SSR) course and bolt on modules.

The new suite of safeguarding courses is being created with a working date of January 2025 as follows:

**Safeguarding Level 1 – SGL1** (previously ECB Safeguarding Induction) A 30-minute online training module provided for anyone, completed when required.

**Safeguarding Level 2 – SGL2** (previously SSR + relevant bolt on) A 1-hour interactive online course with an assessment for everyone in a specialist role. Please note, this has moved to one course, and “bolts on” have been removed.

**Safeguarding Level 3 – SGL3** A 3-hour face to face workshop led by an ECB trained tutor:

- a. ECB Safe Hands Workshop (Recreational Game – Club Safeguarding Officers)
- b. Safeguarding in the Talent Pathway (Performance Pathway / Professional Game)

We have arranged 5 Safe Hands courses over the winter 2024/25. You can do a course in a neighbouring county if that is more accessible, but we would ask that you send a copy of your Safe Hands certificate so that our records are accurate.

Once the course is complete you will receive your certificate that should be displayed prominently in your clubhouse.

Details of the planned courses can be found [here](#).

At this stage there is no action for you to take and you should continue to do the current Safeguarding for Specialist Roles course if you are new or yours has expired. Further details will be sent out shortly with a progress update.

## WhatsApp – Reduced Age Limit to 13

The age limit within WhatsApp was reduced from 16 to 13 earlier this year. The safeguarding precautions remain firm, and everyone should be extra vigilant and ensure that the guidance is clear that no contact occurs directly between an adult and a child on this or any other social media platform.

We recommend that you ensure that all your members are aware and that reminders are made at junior introduction sessions.

Please see this [useful guide](#) for Parents/Carers with more information.

## Combatting Discrimination

We continue to see 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.

For more information and details of courses that club members can complete online please see [here](#).

## Useful Information

Safe Hands Kit Bag – guidelines and templates to use in your club  
[Safeguarding Kitbag Resources](#)

ECB Rules and Regulations for recreational clubs  
[Rules and regulations](#)

Safe Hands Management System helpdesk:  
[safehands@ecb.co.uk](mailto:safehands@ecb.co.uk)

E-Learning:  
[Elearning@ecb.co.uk](mailto:Elearning@ecb.co.uk)

## Photo, Video and Live Streaming Guidance for Clubs

The ECB have produced guidance that gives an outline of how your club can capture and use Streams, Photos and Recordings and allow others to do so within the confines of the law and good practice. This guidance is currently being updated to reflect ECB Safeguarding policies and will be available shortly.

As more clubs move to live streaming their matches it is their duty to ensure that this is done legally, and all the permissions are obtained as required. There has been a recent change where consent to live streaming is required from a parent/carer of any player under 18 (as opposed to 16 in previous guidance)

For more information on the current please read [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.**