



Doncaster Town Cricket Club

Eco Power Oval, Town Fields, Bennetthorpe, Doncaster
South Yorkshire, DN2 6AA
01302 364559
<https://doncastertowncricketclub.co.uk>



Managing Children Away from the Club

April 24

In any given season, as many as 50 per cent of matches can be played away from the home club. In addition, clubs may hold trips, tours and other events.

This guidance covers children being taken away from the club's normal home ground, and helps clubs define their own policies in connection with the effective management of children while in the club's care.

The guidance covers all trips including those which involve at least one overnight stay.

This guidance also applies to open age group teams where one or more players are under the age of 18.

Clubs are reminded of additional guidance found in the ECB Safeguarding Kit Bag which should also be adhered to.

This includes:

- Following ECB Safer Recruitment guidelines for staff and volunteer appointments
- Undertaking risk assessments of venues and facilities
- Following ECB Supervision Ratios guidance for activities involving children
- Having an agreed Transport Policy in place at the club
- Ensuring all individuals have agreed to act within the appropriate ECB and/or Codes of Conduct.

This guidance applies at the home venue as well as when children are taken away from their home club.

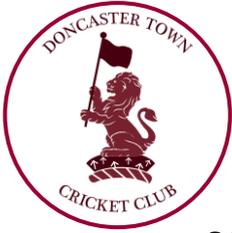
Supervision Arrangements

The club must determine appropriate adult supervision levels and any training they may require for trips away from home.

- Wherever possible, the club should appoint a Head Coach and Team Manager, with the Head Coach and other coaches taking responsibility for training and competition management, and the Team Manager (and any other staff/volunteers) taking responsibility for pastoral care
- The club must also appoint a Home Club Contact who should be available for emergency support
- All members of staff/volunteers need to have a clear knowledge of their role and responsibilities

Chair – Des Whittaker
Junior Section Chair – Paul Leach
Safeguarding Officer – Martin Hall
Treasurer – Michael Satterthwaite
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- Staff/volunteers must be aware that they have a common law duty of care to act in the same manner as a prudent parent/carer
- All staff/volunteers must understand and adhere to the ECB Safe Hands Policy
- There should also be a named safeguarding lead for the trip - this may be the team manager or another volunteer.

This individual should have an ECB DBS in place.

Keeping Parents and Carers Informed

You should organise a meeting with the parent/carer and players to provide details of the trip. This meeting should cover:

- An itinerary giving as much detail as possible including duration of the trip
- Details of accommodation with address and contact numbers
- Names of all cricket staff/volunteers
- Codes of Conduct for staff/volunteers and players
- Emergency procedures and telephone contacts
- Child safeguarding procedures and details of the safeguarding lead for the trip
- Details of insurance
- Date for paying deposit
- Details of transport
- Kit list.

The above should also be communicated to all parents in writing.

Team Manager Responsibilities

The Team Manager must ensure that players are safe throughout the time away and is responsible for communicating with parents ahead of the trip to share information on:

- The reason/purpose of the trip
- When the trip will take place – dates and times of departure and return
- Where the trip is to, including the destination and venue
- Where the meeting points will be, at home and at the away venue
- Supervision arrangements
- Kit and equipment requirements
- Arrangements for food/drinks
- Costs
- Name and contact number of the person acting as Home Club Contact.

The Team Manager must also have written copies of any medical information and at least one emergency contact number for each player. As well as communicating the above in writing, for trips and tours it is a good idea to hold a meeting for players and parents to go over the itinerary and other details.

Home Club Contact Responsibilities

The Home Club Contact is a member of the club who is not travelling away and acts as a contact point in an emergency.

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It is recommended that the Home Club Contact should be an individual that already holds a current ECB DBS Certificate. The role of Home Club Contact is not in itself considered as Regulated Activity so clubs should not request a DBS check just for this role.

The Home Club Contact should be provided with the following information to enable them to fulfil their role should they need to:

- Names of players and staff/volunteers on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff/volunteers which can be used while they are on the trip
- Telephone numbers for the local police to the home club
- Contact numbers for accommodation if trip is overnight
- Telephone numbers for the nearest police to the accommodation if trip is overnight.

Residential Trips

There are several additional considerations when taking teams away overnight.

- Identify suitable venues and facilities for both the cricket and accommodation. If possible, conduct a site visit 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)
- Conduct an event risk assessment, this is key to incident prevention and managing potential hazards. Children must not be placed in situations which expose them to an unacceptable level of risk
- Request insurance details and ensure these are sufficient to cover the trip and keep copies of certificates on files. Clubs should check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.

Detailed trip planning takes time. When planning a trip, it is important to allow sufficient time for all requirements to be completed.

Accommodation

There are several things to consider when choosing your accommodation. You should allocate bedrooms in advance, ensuring:

- Children should not share rooms with any adult
- Players will not share beds
- Players of different genders will not share rooms
- Staff/volunteers of different genders will not share rooms
- Staff/volunteers do not share rooms with players
- Players of vastly differing ages do not share rooms
- Staff/volunteers and players do not share bathrooms
- Signage is created for bedroom doors and players know which rooms staff/volunteers are in and how to contact them if necessary.

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You should contact accommodation staff in advance to:

- Ensure accommodation is clean and there is access to sufficient toilet and bathing facilities
- Ensure children will not have access to any inappropriate TV channels or streaming services
- 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
- Ensure the building has appropriate fire plans and fire prevention measures
- Where possible, obtain floor plans
- 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.

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