



DCCC

Safeguarding Handbook

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Amy Robinson

County Safeguarding and Anti-Discrimination Officer

Email: safeguarding@dcfcricicket.com

Tel: 07960 449759

1.1 SAFEGUARDING STATEMENT

Derbyshire County Cricket Club (the Club) acknowledges the duty of care to safeguard, protect and promote the welfare of children, young people and adults considered at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice as set out in the England and Wales Cricket Board's (ECB) Safe Hands Policy and Safeguarding Strategy document 2025-2028 and subsequent Strategy documents. The club is committed to deliver the ECB Safeguarding Standards as set out in the ECB's County Partnership Agreement with the club. The Club works closely with the England and Wales Cricket Board on compliance and regularly reviewing its policies.

The Club is committed to ensuring that all children, young people and adults at risk involved with cricket in Derbyshire are protected, kept safe, have a positive, fun, and inclusive experience whatever their level of involvement. A welcoming environment where children are asked for and can offer their views and opinions (for example, about the game, training sessions or arrangements generally) is a safer environment, where children feel more able to share concerns, and everyone feels more able to challenge poor practice or behaviour.

Our safeguarding policy recognises that the welfare and interests of children, young people and adults considered at risk are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children, young people, and adults considered at risk have a positive and enjoyable experience of the activities delivered by the club. We are committed to ensuring that these activities will be in a safe environment, where children, young people and adults considered at risk are protected from abuse whilst under our care.

We ensure all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines as defined by the ECB and the Club. We ensure all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches etc.) understand how the "Safe Hands Policy" applies to them.

Our Policy

As part of our safeguarding policy, we will:

- promote and prioritise the safety and wellbeing of children, young people and adults who are considered at risk.
- value, listen to and respect children, young people and adults who are considered at risk.
- ensure robust safeguarding arrangements and procedures are in operation.
- adopt safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers.

- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults who are considered at risk.
- provide effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently.
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern.
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- record and store information securely, in line with data protection legislation and guidance -Data Protection Act and GDPR legislation
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks and vetting processes are made.
- appoint a nominated County Safeguarding Officer for children and young people, a deputy, and a lead trustee/board member for safeguarding.
- make sure that children, young people, and adults considered at risk, together with their parents/carers know where to go for help if they have a concern.

The policy and procedures will be widely promoted within the organisation and are mandatory for everyone involved in the club, who will be expected to comply with same.

COUNTY SAFEGUARDING OFFICER (CSO)

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

Contact details are:

Amy Robinson:

Email: safeguarding@dcfcricket.com Mobile: 0796 044 9749

Mick Glenn:

Email: mick.glenn@dcfcricket.com Mobile: 0797 650 4276

Amy is the first point of contact, but if you have any queries which you feel cannot be dealt with locally, please contact the Cricket Regulator Safeguarding Team on 020 7432 1200 or email safeguarding@cricketregulator.co.uk

You can also contact the NSPCC 24 hour helpline (if you cannot contact the above) 0808 800 5000

If it is an emergency and someone is at immediate risk, then call 999.

1.2 SAFEGUARING POLICY

Derbyshire County Cricket Club (the Club) acknowledges its responsibility to safeguard the welfare of children and adults who have been entrusted to its care and is committed to ensuring that all children and adults participating in cricket have a safe and positive experience. A child or young person is anyone under the age of 18 engaged in any club cricket activity.

We adopt and implement the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding” (and will continue to subscribe to any future versions of the policy).

We do this by:

- Recognising that all children and adults participating in cricket (regardless of age, gender, race religion, sexualorientation, ability, or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring that individuals working within cricket at or for the Club provide a safe, positive, and fun cricketing experience for children.
- Adopting and implementing the ECB’s “Safe Hands – Cricket Policy for Safeguarding.”
- Ensuring that all people who work in cricket at or for the Club, (such as staff, officials, volunteers, Team Managers, Coaches etc.) understand that the policy applies to them according to their level of contact with the children and/or young people in cricket.
- Ensuring that all individuals working within cricket at or for the Club are recruited and appointed in accordance with ECB guidelines (refer to the Club’s “Recruitment and Induction Policy”).
- Ensuring that all individuals working within cricket at or for the Club are provided with support through education and training so that they are aware of and can adhere to good practice and code of conduct guidelines defined by both the ECB and the Club
- Ensuring that the name and contact details of the County and the Deputy Safeguarding Officer for the Club are available:
 - as the first point of contact for parents, children, volunteers, and staff within the Club;

- as a local source of procedural advice for the Club, its committee and its members and affiliated clubs and/or leagues to the Club;
 - as the main point of contact within the Club for the ECB Safeguarding Team; and
 - as the main point of contact within the club for relevant external agencies in connection with child welfare.
- ☐ Ensuring that correct and comprehensive reporting procedures exist for raising and managing safeguarding and child protection concerns. Such procedures recognising the responsibility of the statutory agencies and in accordance with pre-defined safeguarding and child protection procedures as defined by the ECB, statutory agencies, and Local Safeguarding Child Board (LSCB) guidelines and policies.
 - ☐ Providing everyone connected with the Club (including parents, children, and volunteers) with the opportunity to voice any concerns which they have (about possible suspected child abuse, and/or about poor practice) to the County Safeguarding Officer.
 - ☐ Ensuring that all suspicions, concerns, and allegations are taken seriously and dealt with swiftly and appropriately.
 - ☐ Ensuring access to confidential information relating to child safeguarding matters is restricted to the County Safeguarding Officer, his/her deputy, and the appropriate external authorities, such as the Police or Children's Social Care Services, as specified within ECB child safeguarding procedures.

Safe Hands Policy

Cricket's Policy for Safeguarding Children is called 'Safe Hands'.

You can read the below documents on the ECB's website:

- [Introduction to Safe Hands](#)
- [ECB SH SafeHands Policy Doc 2026 March-2026.pdf](#)
- [Safe Hands Safeguarding Kit Bag](#)
- [Safeguarding and a club's duty of care](#)

Contact Details

If you need any advice on safeguarding matters, please contact the County Safeguarding Officer using the contact details below.

County Safeguarding Officer:

Amy Robinson
 Tel: 07960 449759
 Email: safeguarding@dcfcricket.com

1.3 LISTENING POLICY

Derbyshire County Cricket Club (the Club) is committed to ensuring all children participating in cricket, have a safe and positive experience. We aim to create a culture of listening to and consulting with children on a range of issues. This will help us create an environment where people feel they can voice any concerns (about suspected child abuse/neglect and/or about poor practice) in addition to sharing their ideas, likes and dislikes to initiate improvements and enhance their overall enjoyment for the game. We want to inspire the younger generation, our future, to believe and say, 'cricket is a game for me'.

This policy explains how we will endeavour to create a listening culture.

We will do this by:

- Recognising that all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability, or disability) have a right to create experiences to develop to be the best they can be. Learning to do this is not linear and that challenge will see failure, however they will be supported and protected from harm in a safe environment.
- Issuing a welcome pack to new county squad members ahead of them starting so they know what's expected of them, who to contact if they have any concerns and are reassured that 'If something is worrying you, don't keep it to yourself.'
- Player/parent induction meeting with Head of Talent Pathway pre-season. Also present will be all coaching and support staff, ECB and PCA representatives and the County Safeguarding Officer.
- Acknowledging that it is a big county, and a new player might not know anyone else in the team, so incorporate team building exercises throughout the programme, encouraging leadership and communication opportunities for peer support e.g., player led team talks, conduct warmups, and facilitating game reviews etc. The role of the coaches is to create an environment where players feel comfortable to be themselves and have the platform to perform to the best of their ability without hinderance. Being too heavily player led at this age is risky. Coaches and support staff will lead with opportunities for players to chip in when appropriate. The environment created should be one that players are comfortable to talk when they feel the need.
- Encourage two-way participation in any workshops e.g., Nutrition, Psychology, and Understanding Talent.
- Reflecting with all players before/during/after training/matches to celebrate successes and unsuccessful things and address any concerns. We will work to an environment that is measured on learning and not solely on success. Our coaches and managers will work to ensure that they recognise the needs of individuals. Some players will respond to continual feedback and others may need it at different stages and in smaller doses.
- Ensuring three-way participation (player, parent, coach) during the season through the completion of the Player Development Plans (PDP's) for those players with the Academy and EPP. Those without PDP's will have continual two-way feedback throughout the year. The environment created should be one that allows all players to feel comfortable to approach coaches at any time.

- Issue a minimum of 2 player surveys during any 12-month period seeking open and honest feedback (with an option to remain anonymous). The environment we create should be one that players and parents feel heard and comfortable to talk to any coach/manager at any time not just through the platform of a survey.

Contact Details

Head of Boys Talent Pathway – Daryn Smit
Email: daryn.smit@derbyshireccc.com

Head of Women and Girls Cricket – Jon Dyson
Email: jon.dyson@derbyshireccc.com

County Safeguarding Officer

Amy Robinson Tel: 07960 449759
Email: safeguarding@dcfcricket.com

Deputy County Safeguarding Officer
Mick Glenn Tel: 07976 504276

The Cricket Regulator Safeguarding Team can be contacted on 0207 432 1200 or e mail safeguarding@cricketregulator.co.uk. If you wish to report a concern, please use the Reporting Form.

1.5 CODE OF CONDUCT - STAFF

This Code of Conduct defines Derbyshire County Cricket Club's (the Club) expectations of all its personnel – it includes employed staff, managers, volunteers and the Board of Directors with regards to their behaviour and personal conduct. The Code of Conduct also establishes that all personnel have a duty and responsibility to be aware of their own professional practice. In order for the Code of Conduct to be fully understood it should be read in conjunction with the Club's disciplinary policy.

All personnel will:

- At all times abide by the rules and their spirit.. The highest standards of behaviour and performance at all times.
- Must perform their duties with honesty, integrity, impartiality and objectivity.
- Must be accountable to the Club for their actions.
- Know, understand and follow the ECB guidelines set out in "Safe Hands – Cricket's Policy for Safeguarding Children" and any other Derbyshire County Cricket Club guidelines issued in relation to safeguarding.
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief.
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed.
- Hold relevant qualifications and be covered by appropriate insurance.
- If required for the role have a current ECB DBS
- Are expected to arrive at work promptly, ready to start work at their contracted starting time, and are required to remain at work until their contracted finishing times (persistent poor time keeping will be dealt with under the formal disciplinary solutions).
- Obtain management authorisation if for any reason they wish to arrive later or leave earlier than their normal start and finish times.
- Be familiar with the rules concerning the granting of leave and the notification of sickness absence and follow these at all times.
- Maintain a professional relationship between players, spectators, staff and representatives from other organisations with whom the Club works.
- Demonstrate respect for all Club Employees/Personnel and work and relate with each other in a professional manner on the basis of mutual trust, respect, cooperation and individual dignity.
- Avoid actions and words that could be considered discriminatory, hostile, improper or offensive in any situation.

- Maintain satisfactory standards of performance at work, a high level of quality, accuracy and diligence; and work flexibly and upon request carry out duties that may be outside their normal job/role remit.
- Always work in an open environment, i.e. avoid private or unobserved situations.
- Comply with any and all reasonable instructions given by the Club.
- Attend appropriate training to keep up to date with their role and as required by the Club especially with respect to safeguarding.
- Dress in a manner appropriate to the function in which they are engaged and to ensure that their personal hygiene and grooming are properly attended to prior to presenting themselves at work.
- Undertake their work with due regard for the health and safety, well-being and property of other workers, business contacts and members of the public.
- Not report for duty under the influence of alcohol, drugs or other substances.
- Act at all times (whether inside or outside of work) in the best interest of the Club.
- Not engage in any activity outside of their role with the Club which could reasonably be interpreted as competing with the Club.
- Not use the Club property, or any other property on the Club's premises, for any purpose other than that for which it was intended and for which they have authorisation.
- Not take Club property and equipment from the Club's premises other than for use on authorised Club business.
- Pay fully or in part for any loss or damage caused to Club property which is found to be attributable to their negligence or an act of deliberate vandalism.
- Treat any information gained in the course of their role about the business of the Club, and that of
- the Club's customers, suppliers and business partners, as confidential both during their employment and at all times after its termination.
- Gain an understanding of the Club's health and safety procedures, observe them and ensure that safety equipment and clothing is always used.
- Have an understanding of the Club's Anti Bribery and corruption rules, observe them and report and instances of concern to their manager or the Directors.
- Raise any concerns with their manager or the Directors regarding any other member of personnel who is acting in a manner which appears to be in breach of the code or to involve any other form of: Fraud/Corruption, Bribery, Illegality, Serious Conflict, Bullying/victimisation, Discrimination

1.6 CODE OF CONDUCT - COACHES

All the DCCC coaching team are aware of and abide by the ECB Coaches Code of Conduct.

Cricket coaches play a crucial role in the development of the game and in the lives of the players they coach. Good cricket coaches ensure that individuals in cricket have positive experiences and are therefore more likely to continue in the game and achieve their potential.

Coaching, as an emerging profession, must demonstrate at all levels, a high degree of honesty, integrity, and competence. The need for cricket coaches to understand and act on their responsibilities is of critical importance to the game, as is the concept of participation for fun and enjoyment as well as achievement.

This is implicit within good coaching practice and promotes a professional image of the good practitioner. This Code of Conduct sets out the standards that coaches are required to meet.

Good cricket coaching practice needs to reflect the following key principles:

Rights

Cricket coaches must respect and champion the rights of every individual to participate in the game.

Relationships

Cricket coaches must develop a professional relationship with players (and others) based on openness, honesty, mutual trust, and respect. Coaches having relationships with players under 18 is not permissible in any circumstance.

Responsibilities – personal standards

Cricket coaches must demonstrate proper personal behaviour and conduct at all times.

Responsibilities – professional standards

To maximise the benefits and minimise the risks to players, coaches must attain a high level of competence through appropriate qualifications and a commitment to ongoing training that ensures safe and correct practice.

Implementation issues

This code sets out the standards that coaches are required to meet. It reflects BEST PRACTICE in coaching across the broadest spectrum of roles and responsibilities and the ECB recognises that the extent to which coaches are required to comply with all the content of this code may be considered by reference to the nature of the coaching role.

All coaches holding recognised ECB qualifications are required to abide by this code. This code:

- is a constituent part of a policy and procedure for dealing with allegations and complaints
- is used as the definitive guide and benchmark measure of coaching practice in determining any need for sanctions against a coach
- is fully integrated into the cricket and coach education process
- is assessed as part of the cricket coach accreditation process

- is supported by the appropriate training and resources.

ECB has developed a training resource that underpins many of the concepts contained within this Code of Conduct. They include the integration of safeguarding throughout the ECB coaching training for both the children's and young people and adults' coaching pathways, and the online safeguarding module:

- Safeguarding Level 2 (SGL2)

For Pathway Coaches, the ECB also requires the completion of the face to face 'Safeguarding in the Talent Pathway (Level 3)' course.

1.7 WHISTLEBLOWING POLICY

Whistleblowing is when individual/s know or suspect serious wrongdoing within organisations and they report such activity internally to the employer, or externally to the relevant authority.

Derbyshire County Cricket Club expects all colleagues to recognise and understand their obligations and responsibilities to the Club, the public and each other and to provide consistently high standards of performance and conduct at all times, in accordance with our values, codes of conduct and policies.

The Club is committed to the highest standards of openness and accountability and developing a culture where people feel confident and safe to raise concerns about unacceptable practice and wrongdoing. We encourage anyone who has concerns about any aspect of the Club's work to come forward and voice their concerns in a safe environment.

This policy details the ways in which anyone involved with the Club can raise legitimate concerns and the protections provided to them in doing so.

Scope

This policy applies to all DCCC employees, managers, directors, casual workers, consultants, volunteers, players, agency workers and contractors. It also applies to anyone not employed or contracted by the Club in a work capacity, such as members, visitors, partners, sponsors, suppliers and any other third party. From here on, the word 'colleague' will be used to encompass all stated stakeholders.

This policy applies to work carried out at the County Ground or any other venue where Club activity takes place.

The policy covers the actions of third parties such as suppliers, service providers, and clients, as well as our staff. Should you have concerns about a third party, you are encouraged to raise them with us before approaching anyone else.

Responsibilities

All colleagues have a responsibility to report concerns promptly and appropriately in line with this policy, to enable efficient and effective resolution.

Senior leaders, directors and managers have a specific responsibility to:

Operate in accordance with this policy;

- ensure employees understand the Club's expected standards of behaviour and conduct;
- take appropriate action when they witness or are informed of inappropriate behaviour occurring.

What is whistleblowing?

We aim to maintain high standards of integrity in everything we do. However, all organisations can occasionally be affected by conduct that is dangerous, against the law, or that breaches ethical or professional codes. If you have such concerns, we encourage you to report them immediately – this is

‘whistleblowing’. We will take your concerns seriously, they will be thoroughly investigated, and you can be confident there will be no reprisals.

The types of concerns, suspicions or activity you may want to raise with us by whistleblowing might include those which:

- are criminal (e.g. financial fraud or mismanagement or facilitating tax evasion)
- puts health and safety at risk
- breaches our Safeguarding policy
- harms the environment
- are miscarriages of justice
- breaches our Bribery policy
- fails to comply with legal, financial or regulatory obligations
- breaches our Equality, Diversity and Inclusion policy or
- involves discrimination related to any protected characteristics
- breaches our Dignity at Work policy or
- involves bullying or harassment
- breaches our Data Protection policy or unauthorised disclosure of confidential information
- fails to meet professional requirements
- attempts to conceal one or more of these activities.

This policy should not be used for complaints relating to an individual’s personal circumstances at work. Other policies such as the Grievance Policy, Equality, Diversity and Inclusion Policy or Dignity at Work Policy will normally cover most personal concerns.

If you are not sure whether something you have become aware of is covered by this policy, speak with your manager or the HR representative.

Raising a whistleblowing concern

In most cases, we encourage you to initially raise your concerns with your manager, either in person or in writing if you prefer.

If you prefer not to raise the concern with your manager for any reason, you feel they have not satisfactorily addressed the issues, or if your concerns are of a very serious nature, you should contact either:

The HR representative Your manager’s manager

Any member of the Senior Executive Team

If an issue concerns a member of the Senior Executive Team, you should direct your concern to the CEO, Ryan Duckett, email ryan.duckett@derbyhsireccc.com, or call 01332 388101 or Chair of the Board.

You should state you are raising concerns under this policy and give a full explanation of what the issues are. Include all the key facts, dates, and the names of the people involved where possible. Although you are not expected to substantially prove an allegation, you will need to demonstrate there are sufficient grounds of concern.

Addressing and investigating concerns

In order to protect individuals, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (for example safeguarding or discrimination issues) will normally be referred for consideration under those procedures.

You will be invited to a meeting within 10 working days of receipt of the concern to discuss your concerns, and you are entitled to be accompanied at this and any subsequent meetings by a colleague or trade union representative. You and your companion must both agree to keep your disclosures confidential before and after the meeting and during any investigation that may follow.

After the initial meeting, we will investigate your concerns if deemed appropriate. We may choose not to investigate further if the concern has been remedied during the initial meeting. We may ask you to attend further meetings. To investigate properly, we may involve specialists with particular knowledge or experience of the issues you have raised. Courses of action may include:

- Internal investigation
- Referral to the Police
- An independent inquiry
- Referral to an external advisor or authority
- Combinations of the above

We will keep you informed (in general terms) about how the investigation is progressing and how long it is likely to take. We may not be able to give you details about the investigation (or any action it leads to) as we need to protect confidentiality and comply with legal obligations. We understand this maybe frustrating, and we will do our best to reassure you that things are in hand and to explain why we are acting in the way we are.

Employee concerns will be addressed fairly, but we cannot guarantee the outcome of our investigations will be the one you want. If you are not satisfied with how we have conducted the investigations, you can take the matter to another person of more senior authority for further consideration.

Most concerns are raised with good intentions, but occasionally someone makes a false allegation out of malice or because they believe they have something to gain. Anyone found doing this will face action under our disciplinary policy and may be dismissed for misconduct, or even gross misconduct.

Confidentiality and anonymity

We hope you will feel able to voice whistleblowing concerns openly under this policy.

There is a significant difference between wanting to keep your concerns confidential and making a disclosure anonymously. We actively discourage anonymous whistleblowing.

Concerns raised anonymously are very difficult, and sometimes impossible, to investigate. We cannot properly establish whether allegations are credible without being able to ask you for more details or for clarification, and this makes it hard to reach an informed decision. This is why we urge you not to report matters anonymously.

If you do not feel comfortable in reporting your concern openly, tell us and we will do all we can to protect your identity. We may want to disclose your identity to people involved in the investigation, but we will always discuss this with you first.

You are protected from reprisals under this policy (see section 8) but if you are still worried, talk to us. We will explore how far we can go in keeping your concerns confidential.

How we protect you

Any individual who takes action under the Public Interest Disclosure Act 1998 will be protected from suffering any detriment in relation to the allegations that are made, including victimisation by the organisation or by colleagues.

If you raise a genuine concern under this policy, we will support you fully even if we find through our investigations that you made a mistake or there has been no breach of policy, legal obligation or other activity set out above in paragraph 4.2 above. However, if you feel you have been treated badly as a result of raising a concern, you must tell us straightaway. First inform your manager or trade union representative and, if the matter remains unresolved, you must follow the formal process in our grievance policy.

All whistleblowers are given the same protection, so you must not threaten or otherwise badly treat others who have raised concerns under this policy. You may face disciplinary action which could include dismissal for gross misconduct. The whistleblower may also be able to bring legal action against you.

You can get further advice on whistleblowing, protecting confidentiality, and being protected from reprisals at www.protect-advice.org.uk. Protect is an independent charity that also offers an advice line (020 3117 2520).

Taking your concerns outside the Club

This policy outlines the process for raising, investigating, and resolving wrongdoing within the workplace. It should rarely be necessary for anyone outside of the Club to become involved when a whistleblowing allegation is made. However, if after raising your concerns within us you are not satisfied with the response, you are entitled to contact a relevant external body to express the concerns. In doing this you should:

- have a reasonable belief that the allegation is based on correct facts
- make the disclosure to a relevant body (i.e. a regulatory body such as the Health and Safety Executive or the Financial Services Authority)
- have a reasonable belief it is in the public interest to make the disclosure.

If you do wish to take the matter outside the Club, you need to ensure that you do not disclose confidential information or the(?) disclosure would be privileged. This can be checked with Protect who will also advise on ways to proceed and direct you towards the appropriate regulator for the type of issue you want to raise.

Outside support

Protect (Independent Charity) Tel: 0203 3117 2520 www.protect-advice.org.uk

The Government has produced a document “Blowing the Whistle to a Prescribed Person – List of Prescribed people and Bodies”. It lists the appropriate organisations to handle whistleblowing complaints and should be referred to for up-to-date advice and guidance about who to contact:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/404330/bis-15-43-blowing-the-whistle-to-a-prescribed-person-list-ofprescribed.pdf

Public Concern at Work Helpline: 020 7404 6609

Independent Whistleblowing Charity: Email whistle@pcaw.co.uk Website: www.pcaw.co.uk

Contacting the media

The media is not a relevant external body. Alerting the media to a concern, particularly before or during an internal investigation, is almost never justified or appropriate in any situation. We strongly discourage you from doing so, and will treat any contact with the press as a serious disciplinary issue justifying dismissal unless exceptional circumstances exist. We would normally expect you to have taken all reasonable steps to deal with the matter internally or with an external regulator, and to have taken full advice from a lawyer or from Protect before being justified in approaching the press.

Equal opportunities

The Whistleblowing Policy must always be applied fairly and in accordance with employment law and the Club’s Equality, Diversity and Inclusion Policy.

1.8 HARASSMENT, VICTIMISATION AND BULLYING

Derbyshire County Cricket Club (the Club) is committed to providing a caring, friendly and safe environment for all our our players, adults and children, so they can train and play in a relaxed and secure atmosphere.

This policy follows the Worker Protection Act 2024 and covers harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions. It covers bullying and harassment by employees (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.

What is Harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- ❑ unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- ❑ unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- ❑ offensive e-mails, text messages or social media content;
- ❑ mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a client, customer or supplier, visiting our premises, or where a person is visiting a client, customer

or supplier's premises or other location in the course of their employment.

Third party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness to. The Club will take steps to remedy any complaints and to prevent it happening again. These may include warning the harasser about their behaviour, banning them from the premises and reporting any criminal acts to the police.

Any sexual harassment by a member of staff against a third party may lead to disciplinary action up to and including dismissal.

What is Victimisation?

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:-

- Bringing proceedings under the Equality Act 2010;
- Giving evidence or information in connection with proceedings under the Equality Act 2010;
- Doing any other thing for the purposes of, or in connection with, the Equality Act 2010;
- Alleging that a person has contravened the Equality Act 2010.

Victimisation may include, for example:

- Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment;
- Excluding someone because they have raised a grievance about sexual harassment;
- Failing to promote someone because they accompanied another staff member to a grievance meeting;
- Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

If you witness harassment, sexual harassment or victimisation

Staff who witness harassment, sexual harassment or Victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances this could include:

- Intervening where you feel able to do so;
- Supporting the victim to report it or reporting it on their behalf;
- Reporting the incident where you feel there may be a continuing risk if you do not report it;
- Co-operating in any investigation into the incident.

All witnesses will be provided with appropriate support and will be protected from victimization.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms:

- Emotional: being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti and/or gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours and teasing
- Cyber: bullying behaviour online or via electronic communication (email and text, social media etc)
 - Misuse of associated technology, such as camera and video facilities

Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

The Club has a responsibility to respond promptly, and effectively, to issues of bullying.

Signs and symptoms of bullying in children

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn, anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of

the above. In more extreme cases, the child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.

What to do if you are being bullied

- Talk to someone you can trust – your coach, team manager, parent, friend or the County Safeguarding Officer
- They will take your concern seriously – if they don't – tell someone else

What will Derbyshire County Cricket Club do?

- We will take your concerns seriously
- We will talk to you about them
- We may discuss this with your parents or carers
- We will talk to the bully and look into the bullying behaviour
- We will try to help the bully change their behaviour
- We will support you through the whole process
- If the bullying continues, we will need to take further action against the bully
- We will inform the County Safeguarding Officer to support and advise

In cases of adults reported to be bullying children, the ECB Safeguarding Team will be informed and will advise on the action to be taken.

Further Support

Contact the County Safeguarding Officer:-
safeguarding@dcfcricket.com or 07960 449759

Contact ChildLine:- Telephone - 0800 1111

Contact Kidscape:-

Advice and practical support to prevent bullying

Telephone - 0207 730 3300 Website - <https://www.kidscape.org.uk/>

Parents advice line Email - info@kidscape.org.uk

Telephone – 020 7823 5430 If you as an employee are being harassed or bullied

As an employee, if you are being harassed, victimised or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis.

We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Protection and support for those involved

Employees who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

Record-keeping

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.

1.9 RECRUITMENT AND INDUCTION POLICY

1. PURPOSE

To ensure that the best talent available is recruited and retained efficiently and effectively. It is also to retain and improve DCCC's image in the recruitment market to that of a professional and preferred employer and to ensure opportunities are open to all with decisions based on an individual's ability alone.

Derbyshire County Cricket Club follows the ECB Safer Recruitment practices to ensure all staff and volunteers in cricket are suitable for their role, appropriately vetted and supported by their club.

2. SAFER RECRUITMENT

As part of the ECB Safer Recruitment practice, the Club takes the following measures:-

- Clearly identifies the role we are recruiting for;
- Identifies the skills and knowledge required for the role;
- Holds interviews and explores why the candidate is interested in the role and why they want to be involved in cricket;
- Collects references from a suitable organisation such as an employer, community organisation or sports club;
- Asks to see certificates and evidence of qualifications;
- Supervises trial session for coaches;
- Discusses with the individual any gaps in their skills and knowledge and what training may be appropriate to address these;
- Supports the individual on an ongoing basis, including probationary meetings, one to one check-ins, making observations and recognising achievements and training needs;
- Carries out DBS checks for those in ECB regulated activity.

3. RECRUITMENT POLICY

Successful recruitment supports the achievement of business objectives by ensuring the highest calibre of individuals with the right experience; skills, knowledge and values join the staff at DCCC. However, it is not restricted to external hires and in its broadest sense must include ensuring that all employees have the opportunity to achieve their full potential.

Recruitment is conducted in the public domain and affects the reputation of DCCC in the eyes of potential employees and customers. Therefore, DCCC is committed to ensuring that all our recruitment processes represent a high degree of professionalism in dealing with candidates, its compliance to statute and in the standard of advertising used.

4. REFERENCES & RELATED DOCUMENTS

The records listed below are held on the Employee file for the duration of employment in line with Data Protection Act and thereafter in line with General Data Protection Regulation (GDPR) legislation: -

- Recruitment Checklists
- Probationary Review forms
- Induction Documentation/checklist

5. RESPONSIBILITIES

5.1. The Line Manager is responsible for identifying the vacancy and determining the requirements for the role, ensuring there is a job description and that the correct authority to recruit is obtained. Job description templates are available from the HR and Wellbeing Manager

The HR and Wellbeing Manager is responsible for: -

- Ensuring that the administration is correctly carried out
- Supporting the line manager in the preparation of the job description
- Drawing up and placing an advertisement in the agreed medium.
- Collating and forwarding applications to the relevant Line Manager.
- Arranging interviews in association with the Line Manager
- Checking Right to Work documentation in advance of any job offer
- Checking that, upon conclusion of the interviews, unsuccessful applicants are advised
- Ensuring that written references are obtained for the potential employee before the start of employment
- Ensuring offers of employment are presented in a timely and professional manner

5.2. The Line Manager and HR and Wellbeing Manager are responsible for ensuring that the induction process is carried out and that the Induction checklist is completed, signed and returned to HR to be scanned to the individual's personal file.

6. REQUIREMENTS

6.1. Vacancy specification

All vacancies shall be properly specified to ensure that candidate search and subsequent selection processes are as rigorous as possible. The specification should include: -

- Job description
- Proposed salary banding
- Minimum criteria for the purposes of filtering applications
- Type of Contract i.e. full time, part time, casual, fixed term

6.2. Authorisation

- All vacancies shall be pre-authorised by the CEO to establish budget limits and avoid wasted recruitment effort.

- In all circumstances it is the Line Manager's responsibility to check that appropriate authorisation to recruit is obtained and forwarded to HR prior to sourcing applicants for the vacancy.
- In order to proceed in appointing an individual, the manager must ensure that the applicant's CV, interview notes / assessments and right to work documentation are returned to HR.

6.3. Applicant Sourcing and Advertising

- All staff recruitment activity will be co-ordinated through the HR and Wellbeing Manager to ensure the most economical and effective approach to advertising and agency searches where necessary.
- Vacancy opportunities will be offered to potential internal applicants in advance of, or simultaneously with, external advertising
- No recruitment should take place solely, or in the first instance, through recommendations of employees, as this conflicts with the principles of the company's Equal Opportunities Policy. A vacancy must exist and alternative sources of applicants sought so as to allow selection of the best candidate.
- Applicants from outside the European Economic Area, who do not hold an appropriately endorsed passport, can be considered for employment under certain, tightly controlled circumstances. In all instances, the interviewer should identify if a requirement for a work permit exists. It is the ultimate responsibility of the recruiting line manager to ensure that the applicant has the legal right to work in the UK.
- The Line Manager should discuss with HR the dates for the advert to appear. In all cases, unless explicitly specified to the contrary, applicants will be given two to three weeks to apply. The manager will agree with the HR and Wellbeing Manager dates for short listing and interviews at this stage. The scope and choice of advertising will be co-ordinated by HR to ensure consistency and economy.
- Roles may be advertised using:
 - Indeed
 - DCCC website & Social Media including LinkedIn (HR will send advertisements to the Marketing and Communications Department to display)
 - Stadium Sports for hospitality, sales and marketing roles
 - The ECB website
 - UK Sport
 - University of Derby (if appropriate)
 - Agencies to be contacted only when these options have been explored and a suitable candidate has not been found

6.4. Receipt of Applications

- Applications are received via the jobs@derbyshireccc.com email address
- Screening of applications and short-listing should be carried out fairly and rigorously using the vacancy specification or role profile.
- Rejected applicants will receive notification via HR
- Interview invitations will be arranged by HR

6.5. Interviews

Line managers will carry out interviews together with one of the senior management team or the HR Manager. In readiness for any interviews, an interview pack will be prepared by HR this will include:

- Job description
- Interview note template
- CV of candidate
- Schedule of interviews with timings
- Assessment documentation if required for the role
- All the interview notes, CVs etc to be returned to HR once a candidate has been chosen

6.6. Offer of Employment

- The HR and Wellbeing Manager is responsible for sending out contracts, offer letters and payroll/personal details forms. Applicants will usually be asked to notify their response within five days. If this is not forthcoming HR will follow-up with a letter or phone call.
- HR will be responsible for initiating all reference enquiries and ensuring speedy response.
- References will be taken up once the conditional offer has been accepted.
- The employee will not be permitted to start until written references have been received and checked by the Head of Department
- A start date will be agreed between the Line Manager and the candidate and HR
- Qualifications and Training documents necessary will be requested by HR to verified on the first day of employment.

7. INDUCTION PROCESS

- The HR and Wellbeing Manager and Line Manager will keep in touch with the successful candidate by email or telephone to ensure that the induction to DCCC begins from the date of the acceptance of the role.
- HR and Wellbeing Manager to contact IT to request new starter set up and organise laptop or PC and mobile phone if applicable with the Finance team.
- The Head of Finance will arrange to contact IT to inform them which laptop or PC the new starter will be using or if necessary to arrange the purchase of a new machine
- HR to inform reception of new starter name and date of start in readiness for staff pass and tickets to be issued
- Site/Local Inductions are arranged and conducted locally, to be completed on the first day of employment by the Line Manager and HR and Wellbeing Manager
- An Induction Checklist to be completed by the Line Manager and HR and Wellbeing Manager (Appendix A)

Appendix A

NEW STARTER INDUCTION CHECKLIST

Name: -----

Job Title: -----

To be completed by Line Manager & HR Manager	
1. Passport or right to work copied and verified	<input type="checkbox"/>
2. Role profile/job specifications agreed	<input type="checkbox"/>
3. Qualification & training certificates to be verified & copied for personal file	<input type="checkbox"/>
4. Inform of payroll processes – pay dates, lieu / process etc	<input type="checkbox"/>
5. Working hours and break times explained	<input type="checkbox"/>
6. Breathe HR System and booking holidays	<input type="checkbox"/>
7. Organisation Chart	<input type="checkbox"/>
8. Employee handbook	<input type="checkbox"/>
9. Safeguarding policy	<input type="checkbox"/>
10. Safeguarding Officer induction organised, where applicable	<input type="checkbox"/>
11. Absence policy and procedure explained	<input type="checkbox"/>
12. Appraisals process and probationary reviews	<input type="checkbox"/>
13. Health & Safety Policy	<input type="checkbox"/>
14. Expenses process	<input type="checkbox"/>
15. Issue key fob	<input type="checkbox"/>
16. Issue password for PC	<input type="checkbox"/>
17. Inform of IT Support and provide contact details	<input type="checkbox"/>
18. Issue of laptop & mobile	<input type="checkbox"/>
19. Staff pass and complimentary tickets to be issued	<input type="checkbox"/>
20. CEO meet and greet	<input type="checkbox"/>
21. Player Match Official Area (PMOA) explained	<input type="checkbox"/>
22. Building access, security procedures, car parking	<input type="checkbox"/>
23. Emergency arrangements: fire exits and assembly area	<input type="checkbox"/>
24. First Aid Boxes (locations) First Aiders, Accident book	<input type="checkbox"/>
25. Location of facilities and tour of ground – meet staff & colleagues	<input type="checkbox"/>

Signed (Employee) -----

Date -----

Signed (Manager) -----

Date -----

or

Signed (HR) -----

Date -----

APPENDIX - SAFEGUARDING CONCERN REPORTING

Derbyshire County Cricket Club acknowledge their responsibility to safeguard the welfare of every child and young person who has been entrusted to their care and are committed to ensuring that all children and young people participating in cricket have a safe and positive experience.

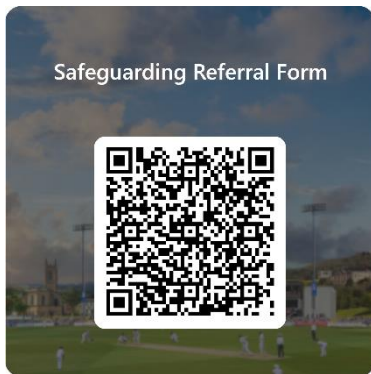
IF THERE IS AN IMMEDIATE RISK OF DANGER OR HARM, PLEASE CONTACT THE EMERGENCY SERVICES FOR ASSISTANCE.

You have a concern about a child, young person, or vulnerable adult

- This may be something you have seen, heard, or had disclosed to you.
- Record details as soon as possible (do not investigate yourself).

Report to the County Safeguarding Officer (CSO)

- Contact the CSO immediately.
- If unavailable, report to the deputy CSO, team manager, or coach.
- Provide a written record of your concern using reporting form.



Amy Robinson

County Safeguarding and Anti-Discrimination Officer

Email: safeguarding@dcfcricket.com

Tel: 07960 449759

You can also report directly to the Cricket Regulator, via the online reporting form and/or by emailing safeguarding@cricketregulator.co.uk