

# 2026

## Junior Section Child Protection Policies



Clydesdale Cricket Club

1/1/2026

# Junior Section Child Protection Policies

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## INTRODUCTION

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer

Clydesdale Cricket Club Junior Section has a duty of care to safeguard all children involved in the Club from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Club will ensure the safety and protection of all children involved in the Club through adherence to the Child Protection guidelines adopted by the Club. From 1 April 2025, Scottish legislation requires all individuals undertaking *regulated roles* with children in sport—whether paid or voluntary—to be members of the Protecting Vulnerable Groups (PVG) Scheme. Clydesdale Cricket Club Junior Section will ensure full compliance by requiring PVG membership for all coaches, Managers, volunteers and helpers who may have responsibility for or access to Children.

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## SAFEGUARDING POLICY STATEMENT

The purpose of this policy statement is:

- to protect children and young people who receive Clydesdale Cricket Club Junior Section's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Clydesdale Cricket Club Junior Section, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland.

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Child Protection Officer (CPO) for children and young people, a deputy and a lead trustee/board member for safeguarding

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- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- ensuring that every person undertaking regulated work within the club holds a valid PVG Scheme membership and that checks are renewed or updated in accordance with Disclosure Scotland guidance
- maintaining a register of PVG status and re-check dates for all relevant personnel
- ensuring that the Child Protection Officer oversees PVG compliance and maintains secure records
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](https://ico.org.uk/fororganisations)]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers Appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

### **Main Contact**

Lara Williamson

Child Protection Officer (CPO)

Phone: 07766 316959

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## CODE OF CONDUCT FOR CHILDREN

The coaching staff will deal with any minor rules broken appropriately. A breach of the following, however, will be deemed serious:

- Leaving of the sports/residential grounds without the organisers/coaches' permission
- Causing deliberate damage or defacing any piece of furniture or equipment
- Verbally abusing any participant, coach or any facility-centre-staff member.
- Physically abusing any participant or any other person at or around the facility
- Taking of any form of alcohol or any illegal substances
- Breaking the rules set out by any facility being utilised

Should there be a breach of any of the above the following steps will be taken to resolve the situation:

- Coaches/staff meeting to discuss incident
- Parents contacted regarding their child's behaviour and given opportunity to attend the meeting or have an independent representative attend
- Coaches' representatives to meet with player(s) and have independent representation or parent present in a neutral location
- Coaches meet to action procedures
- Participant informed of outcome of meeting
- Parents informed by camp organisers of outcome
- Organising of appropriate collection or drop off by camp organiser agreed by the parent or guardian.

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## CODE OF CONDUCT FOR COACHES

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 we recognise 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 must hold a current PVG Scheme membership before undertaking any work that involves responsibility for, supervision of, or one-to-one interaction with children. Coaches must notify the Child Protection Officer immediately of any change in their circumstances that may affect their suitability to work with children. 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.

Cricket coaches should:

- assist in the creation of an environment where every individual has the opportunity to participate in cricket
- create and maintain an environment free of fear and harassment
- recognise the rights of all players to be treated as individuals
- recognise the rights of players to confer with other cricket coaches and experts
- promote the concept of a balanced lifestyle, supporting the well-being of the player both in and out of cricket.
- Treat all individuals in cricket with respect at all times.
- Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Be discreet in any conversations about players, cricket coaches or any other individuals.
- Communicate with and provide feedback to players in a manner that reflects respect and care

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## Relationships

Cricket coaches must develop a professional relationship with players (and others) based on openness, honesty, mutual trust and respect.

Cricket coaches:

- must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)
- should promote the welfare and best interests of their players
- must avoid sexual intimacy with players, either while coaching them or in the period of time immediately following the end of the coaching relationship
- must take action if they have a concern about the behaviour of an adult towards a child
- should empower players to be responsible for their own decisions
- should clarify the nature of the coaching services being offered to players
- should communicate and cooperate with other organisations and individuals in the best interests of players.

## Actions

- Be aware of the physical needs of players, especially those still growing, and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines with the player's full consent and approval.
- Do not engage in any form of sexually related contact with an under age player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.
- Inform parents or guardians immediately if you are at all concerned about the welfare of a child.
- Discuss with parents and other interested parties the potential impact of the programme on the player.
- Arrange to transfer a player to another cricket coach if it is clear that an intimate relationship is developing.
- Know and understand the relevant Cricket Scotland or employer policies and procedures in this regard.
- Follow the reporting procedures laid down by Cricket Scotland or your employer if you have a concern – non-action is unacceptable.
- Respect players' opinions when making decisions about their participation in cricket.
- Encourage players to take responsibility for their own development and actions.
- Allow players to discuss and participate in the decision-making process.
- Discuss and agree with players what information is confidential.
- Inform players or their parents of the requirements of cricket.
- Inform players or their parents of any potential costs involved in accessing the coaching services on offer.
- Be aware of and communicate on any conflict of interest as soon as it becomes apparent.
- Do not work with any other cricket coach's player without first discussing or agreeing it with both the coach and the player involved.

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- Identify and agree with players which other experts or organisations could offer appropriate services.

### **Responsibilities – personal standards**

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

- must be fair, honest and considerate to players and others in cricket
- should project an image of health, cleanliness and functional efficiency
- must be positive role models for players at all times.
- Operate within the rules and the spirit of cricket.
- Educate players on issues relating to the use of performance-enhancing drugs in cricket and co-operate fully with UK Sport and ECB policies.
- Maintain the same level of interest and support when a player is sick or injured.
- Display high standards in use of language, manner, punctuality, preparation and presentation.
- Encourage players to display the same qualities.
- Do not smoke, drink alcohol or use recreational drugs before or while coaching. This reflects a negative image and could compromise the safety of your players.
- Display control, respect, dignity and professionalism to all involved in cricket.

### **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.

Cricket coaches will:

- ensure the environment is as safe as possible, taking into account and minimising possible risks
- promote the execution of safe and correct practice
- be professional and accept responsibility for their actions
- make a commitment to providing a quality service to their players
- actively promote the positive benefits to society of participation in cricket
- contribute to the development of cricket coaching as a profession by exchanging knowledge and ideas with others
- Only allow participation if there is no risk to the player.
- Plan all sessions so they meet the needs of the players and are progressive and appropriate.
- Maintain appropriate records of your players.
- Recognise and accept when it is appropriate to refer a player to another cricket coach or specialist.
- Seek to achieve the highest level of qualification available.
- Attend continuing professional development (CPD) to maintain up-to-date knowledge of technical developments in cricket.
- Attend CPD to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your players.
- Be aware of the social issues and how cricket can contribute to local, regional or national initiatives.



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- Actively participate in recruitment and education opportunities in cricket.
- Actively contribute to local, regional and national initiatives to improve the standards and quality of cricket coaching both in cricket and sport in general.
- Practise in an open and transparent fashion that encourages other cricket coaches to contribute to or learn from your knowledge and experience.
- Engage in self-analysis and reflection to identify your professional needs.
- Seek CPD opportunities to develop your cricket coaching skills and update your knowledge.
- Manage your lifestyle and cricket coaching commitments to avoid burnout that might impair your performance.
- Do not assume responsibility for any role for which you are not qualified or prepared.
- Do not misrepresent your level of qualification.

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## CODE OF CONDUCT FOR PARENTS, CARERS AND GUESTS

All parents and carers should be aware that only PVG-checked personnel are permitted to undertake regulated roles at the club, including coaching, supervision and transport in certain circumstances.

All Parents / Carers and Guests will:

- Respect the rights, dignity and worth of every person within the context of cricket.
- 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.
- Display high standards of behaviour at all times.
- Promote the positive aspects of cricket, e.g. Spirit of Cricket & fair play.
- Encourage all participants to learn the rules, play within them and respect the decisions of match officials.
- Actively discourage unfair play, rule violations and arguing with match officials.
- Recognise good performance; not just match results.
- Encourage player development through implicit learning, embracing the role that failure can play in a player's self-awareness, skill acquisition and decision making.
- Place the wellbeing and safety of young people above the development of performance.
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual.
- Respect young people's opinions when making decisions about their participation in cricket.
- Sit away from the players when requested by coaching staff during matches.
- Not smoke, drink or use banned substances whilst actively working with young people.
- Not to smoke in the vicinity of players, drink excessive alcohol or use banned substances whilst supporting.
- Not provide young people with alcohol, nicotine or banned substances when they are engaged in cricket activities.

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## PHOTOGRAPHY AND FILMING POLICY STATEMENT

Clydesdale Cricket Club Junior Section works with children and families as part of its activities.

Adults taking photographs or videos in an official club capacity must be PVG-checked if the role constitutes regulated work.

The purpose of this policy statement is to:

- protect children and young people who take part in Clydesdale Cricket Club Junior Section's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Clydesdale Cricket Club Junior Section.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland.

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender
- reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

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### **We will seek to keep children and young people safe by:**

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)

### **Reducing the risk of images being copied and used inappropriately by:**

- only using images of children in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for personal use**

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Clydesdale Cricket Club Junior Section to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

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## **Photography and/or filming for Clydesdale Cricket Club Junior Section's use**

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with Clydesdale Cricket Club Junior Section's permission and using our equipment.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

## **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by Clydesdale Cricket Club Junior Section) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Clydesdale Cricket Club Junior Section will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent. At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge. If Clydesdale Cricket Club Junior Section is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures. If consent to take photographs is not given If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

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### **Storing images**

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 7 years.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Clydesdale Cricket Club Junior Section does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the organisation should be used.

### **Main Contact**

Lara Williamson

Child Protection Officer (*CPO*)

Phone: 07766 316959

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## ANTI BULLYING POLICY

Clydesdale Cricket Club Junior Section will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of the organisation/club to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that coaches are given access to information, guidance and/or training on bullying.

**Each participant, coach, volunteer or official will:**

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.
- be appropriately vetted through the PVG Scheme if their role involves regulated work with children

### **Bullying**

- all forms of bullying will be addressed
- everybody in the organisation/club has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism sexual comments, suggestions or behaviour
- unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are

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### **Support to the child**

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### **Support to the parents/guardians**

- parents/guardians should be advised on the organisation/club's bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.



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## TRANSPORT POLICY

The issue of transporting children has become very sensitive for sports leaders and parents. Many coaches argue that their club could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car.

### Best Practice procedures

Clydesdale Cricket Club Junior Section hereby notifies parents/carers that parents/carers are responsible for the safe delivery and collection of their child to and from matches and or training. Clydesdale Cricket Club Junior Section will distribute information as soon as practicable relating to all planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements. This will be done through the Club website, the printed and distributed fixture cards and/or through junior Team Manager and/or coaching staff. Coaches and Club staff will be responsible for the children in their care when on the Club premises or on arrival at opponents' cricket grounds. It is not the responsibility of the Coach or Team Manager to transport, or arrange to transport, the children to and from the Club or match. Team Managers, Coaches or Clydesdale Cricket Club Junior Section itself, are not liable or responsible for any private transportation arrangements organised by parents/carers with, other family members, friends or even other club members in connection with getting their child to and or from Club fixtures or training sessions.

Parents/Carers are advised that when arranging lifts for their children with third parties, it is their responsibility to check that appropriate and up to date insurances and licensing documentation is held by the owner/driver of the vehicle. Clydesdale Cricket Club Junior Section must receive permission from parents/carers for children to participate in all competitions and away fixtures/events. This permission is by written consent as contained on the Clydesdale Cricket Club Junior Section Junior Member Consent Form. It is the Clydesdale Cricket Club Junior Section policy that players do not leave the playing facility whether at home or away without notifying the Coach or Team Manager. It is also the policy of the Club that parents/carers do not take their children away before the ground is tidied and the Coach is able to release the players in a controlled way. Parents/carers who knowingly are going to be late delivering or collecting their children must take reasonable steps to inform the Coach/Team Manager as soon as possible, so suitable arrangements can be made. In the case of no such communication the Coach or Team Manager will take reasonable steps to contact the parent/carer or alternative adult contact to make alternative arrangements. Parents/guardians should have a contact number for the club/coach to inform them of emergencies and possible late collections.

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### Best Practice

Only individuals who hold PVG membership should transport children in circumstances that amount to regulated work (e.g., pre-arranged transport organised by the club). Ad-hoc parent-to-parent lift sharing remains the responsibility of individual families.

It is clearly best practice to avoid transporting a child alone but Clydesdale Cricket Club Junior Section recognise that in some circumstances it is an essential part of a child's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that need to be in place to minimise the risk:

- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses
- The driver should attempt to have more than one child in the car
- When dropping children off after a match or training session coaches / volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes
- The person who drops children home should be alternated; this would reduce the risk of any one individual from always being alone with the child
- The driver should have a point of contact and mobile phone should they break down
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within the Club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation
- Children should wear appropriate seatbelts at all times.

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## CHANGING ROOMS & SHOWERING POLICY

All adults supervising changing facilities must hold PVG clearance. It is a basic safeguarding requirement that sports clubs must have a changing and showering policy. Clydesdale Cricket Club Junior Section must abide by the following principles and they apply to all adults and children sharing changing facilities.

Children and young people are all those under the age of 18.

The following must be adopted and adhered to:

- Adults **MUST NEVER** shower at the same time as any child/young person (U18) using the same facility. All U18s must have access to the showers prior to any adult (over 18) entering the facility. No adult should be within the changing room when a child/young person enters from the showers.
- Adults **MUST NOT** change at the same time as children/young people during matches. For example, if player 3 is an Adult and player 4 is U18, the U18 must get changed and grab all external equipment from the changing facilities prior to any adults getting changed. This means that any other U18s playing later should collect all their kit from the changing room before playing to prevent an U18 alone with an adult.
- If the changing facilities provide separate changing rooms, then one should be designated to an U18 changing room only. (Even if this means U18s from both home & away sides share one U18 changing room.)
- If the changing facilities do not offer a separate room, Clydesdale Cricket Club Junior Section **MUST** have written parental consent for any young person between 16 – 18 years of age to change at the club. If there is a child under the age of 16, this child will need to get changed prior to any adult entering the changing facilities. No exceptions to the above can be made for any child under the age of 16.
- All children playing in adult teams and their parents **MUST** read and sign that they have read the club's policy on changing arrangements. No exceptions to the above can be made for any child under the age of 16.
- Any team talk concerning an U18 **MUST** take place outside of the changing facility in public view.
- Mixed gender teams **MUST HAVE** access to separate male and female changing rooms. The same age rules apply.
- Mobile phones **MUST NOT** be used in any capacity within the changing rooms. (The only exception is in the event of an accident where the emergency services need to be contacted)
- If any young person, even with the consent from a parent is uncomfortable changing or showering at the club, no pressure will be placed on them to do so. They instead can change and shower at home.
- This policy is for both HOME and AWAY matches.

If there are any questions concerning the above policy, please contact the Club Safeguarding Officer/s for clarification

### **Main Contact**

Lara Williamson

Child Protection Officer (CPO)

Phone: 07766 316959

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### WHATSAPP USAGE POLICY

To ensure we are all well connected and use this facility correctly and safely, we have come up with a few ground rules for using the WhatsApp Group.

- Respect others as individuals - giving the other person our attention, responding politely and not ridiculing what other people say. Remember not everyone will have the same opinion and that is perfectly OK!
- Respect others culture, race and background - realising that while we are all different, that deep inside we are essentially the same.
- Respect others privacy and confidentiality – you must not share contact numbers of participants in the group to anyone else and remember that anything discussed in the group must be treated confidentially and will only be disclosed by the project team to protect someone from harm or danger.
- No bullying, harassment or discrimination.
- No use of explicit / sexual language.
- Take turns - let everyone have a turn and do join the conversation when you can.
- No Tolerance Policy – the project team will be part of the group chat to both participate and monitor conversations to help and support when required. We may ask you to remove comment or chat that is not appropriate. In rare cases, we may need to remove you from the group.
- To download WhatsApp: this is available from your Apple App Store or Google Play for Android users.
- To leave the group: click on the name of the group – this will display the group icon and participants, scroll down to the bottom of the page and click “Exit Group” if you no longer wish to participate.
- Remember – this facility is **NOT** a replacement for emergency situations. WhatsApp will not be monitored 24/7 and therefore if you have an emergency please call 999 or 101 for non-emergencies.

# Junior Section Child Protection Policies

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## DATA POLICY

### Fair processing.

By submitting Personal Information, you agree that Clydesdale Cricket Club Junior Section may process it in the manner described in the [privacy policy](#) which describes our current practices with regard to Personal Information. The term "Personal Information" refers to information about you personally, which, from time to time, you will be asked to submit (i.e. name, date of birth, email address) in order to receive or use services. As a result of changes in the law and technology, our practices will change over time. When this happens, we will post the changes on our website as soon as is practicable and, therefore, we encourage you to check the site frequently. We will always deal with your Personal Information fairly and in accordance with your instructions.

### Use of Personal Information

We will tell you the purposes for which we will process personal information. Such purposes include the following:

1. Maintaining a membership database.
2. Use of data to ensure protection and welfare of Under 18s
3. Contacting you with information pertinent to your membership or application for membership and details of events and other matters which we think will be of interest to you.
4. Marketing and market research.
5. Internal use to help us improve our services and to help resolve any problems.

PVG membership numbers, dates of issue and updates will be processed solely for safeguarding compliance and stored securely by the Child Protection Officer.

### Disclosure

Any information you provide to us will only be used by us and possibly passed to our partners for the purpose of dealing with payments and using communications portals. It may also be disclosed to our organisation's Governing Body. You should also be aware that your information may be disclosed where we are obliged or permitted by law to do so.

### Timescale

We will hold your Personal Information within our systems for as long as you remain a member of the sport. When you cease to be a member all personal data will be deleted within 12 months of the date of your resignation.

### Security

Your data will be managed by Clydesdale Cricket Club Junior Section who manage data for thousands of members in a secure hosting environment. Your data will be retained within the European Economic Area (EEA) other than where it is transferred to a third party for the purpose of competing internationally.

# Junior Section Child Protection Policies

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## PRIVACY POLICY

Clydesdale Cricket Club Junior Section will be a “controller” of the personal information that you or your club provide to us to enable you to participate in our activities.

### **What we need**

#### **Members’ and Volunteers’ personal data**

When you register as a member of Clydesdale Cricket Club Junior Section or renew your membership, including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for and record the following personal information:

- Contact details – name, address, email address, date of birth, mobile number
- Membership criteria
- Role within a club (if applicable) – coach, trustee, secretarial positions, treasurer, club admin
- Legal requirements –PVG
- Payment details – bank account number, sort code, card details
- Participation details – club affiliation, qualifications, disciplinary actions relating to the sport
- Equality information – gender, disability, members’ personal information relating to health, racial or ethnic origin, age range, demographic and geographic for equality monitoring

If you are providing this personal information on behalf of any other person you must ensure that you have that person’s permission to do so, and for their personal information to be processed in accordance with this privacy policy.

We may also collect the following information:

Any information you provide to us when contacting or corresponding with us, either through social media, email or telephone.

Purchasing preferences

Your image (if filmed or recorded when attending our sites or events). Please note that filming and photography takes places at a number of our matches, competitions, and events. By participating and/or attending any match, competition or event you agree to your image being filmed, photographed or recorded, free of charge, for both Clydesdale Cricket Club Junior Section and its licensees to use such images in pictures and/or films (including publication on the internet and in social media).

# Junior Section Child Protection Policies

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Why we need your personal information – member benefits

## **Members' personal data:**

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including, but not limited to, insurance, match eligibility in Clydesdale Cricket Club Junior Section competitions, player transfers, attendance eligibility on Clydesdale Cricket Club Junior Section run courses and member benefit discounts/promotions from sponsors/partners.
- setup your online membership account and send you membership communications by post, phone or email in relation to essential membership services, including but not limited to, general meeting notices, umpire appointments, club finder, membership fees' information and other information relevant to your membership.
- facilitate disciplinary processes.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate and legal purposes

We process our members' personal information in pursuit of our legitimate interests to:

- Register our members on our membership database and affiliation with their club
- Pay any authorised expense claims in relation to work on our behalf
- Promote and encourage participation in cricket by sending members' communications and booking information for upcoming competitions and events. Your personal information may also be used in images captured which we use for promotional, education and development purposes
- Provide competition in cricket by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- Monitor and develop participation in cricket by evaluating members' engagement and participation through clubs, competitions, and events, inviting our members to participate in surveys for research and development purposes to establish if we are representative of what and who we aim to serve
- Invite our members as award winners or guests to awards dinner / ceremony, which includes asking our clubs to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email
- To nominate individual members for external awards – contact with the member will be made prior to the submission
- Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that any mandatory training has been completed.
- Where needed, to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007 (or any preceding legal act). This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

## Junior Section Child Protection Policies

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Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to cricket such as anti-doping, on and after match incidents, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes.

If you wish to object to any of the above processing, please contact us on 0141 423 1463. If we agree and comply with your objection, this may affect our ability to undertake tasks for the benefit of you as a member or volunteer.

### **Why we need your personal information – equality monitoring requirements**

We are required to use our members' personal information relating to health, racial or ethnic origin, gender, age, demographic and geographic for equality monitoring purposes as required by [sportscotland](#). We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

### **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes. We may also monitor or record telephone conversations with us for quality and security purposes.

### **Who we share your personal information with**

If your personal information is included in any images or videos taken by us, or accredited organisations or individuals, at competitions and events or other cricket activities, we may share this with [sportscotland](#), [WDCU](#), [WDJCU](#) and [Cricket Scotland](#) for promotional and/or journalistic purposes. Team sheets may be shared with media and broadcast providers prior to a match, competition or event and will contain some personal information for the purposes of commentary and match reports. We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Information Commissioners Office, the Health & Safety Executive, Disclosure Scotland, and Police Scotland. We may also share personal information with our professional and legal advisors for the purposes of taking advice. Clydesdale Cricket Club Junior Section employs third party suppliers to provide services, including IT, payroll, qualifications, payments, media etc. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it. In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.



# Junior Section Child Protection Policies

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## **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK and accessed by our staff and IT providers for the purposes set out above. Individual access is given which is password protected.

## **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 5 years.

## **Your rights**

You can exercise any of the following rights by writing to us at 22 Beaton Road, Glasgow G41 4LA or call 0141 423 1463

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- you have a right to request that we restrict the processing of your personal information for specific purposes
- if you wish us to delete your personal information, you may request that we do

Any requests received Clydesdale Cricket Club Junior Section will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

## **PVG & SAFE RECRUITMENT STATEMENT**

In line with the Protection of Vulnerable Groups (Scotland) Act 2007 and the 2025 legislative update, Clydesdale Cricket Club Junior Section requires all individuals undertaking regulated work with children to be members of the PVG Scheme.

The Child Protection Officer is responsible for verifying PVG status, maintaining records, and ensuring that no individual engages in regulated activity until their PVG clearance has been confirmed in writing by Disclosure Scotland.