CODE OF ETHICS & GOOD PRACTICE

APRIL 2016

**PRINCIPLES AND CORE VALUES**

Lisburn Cricket Club works on the following principles that will guide the development of cricket for young people. Young people’s experience of sport should be guided by what is best for the young person. The following values are embraced by Lisburn CC

* **Importance of Childhood** – understood and valued by all
* **Needs of the Child** – what is best for children
* **Integrity in Relationships** - ensuring children treated with integrity
* **Fair Play** – all sport conducted in a fair play environment
* **Quality Atmosphere and Ethos** – standard of behaviour in cricket are as important as standards set for sports performance
* **Competition** – appropriate for age, and proportionately encouraged
* **Equality** – all children treated in a fair and equal manner, regardless of ability, age, gender, religion, social or ethnic background, or political persuasion.

Our first priority at Lisburn CC is the welfare of young people and we are committed to providing an environment which will allow participants to perform to the best of their ability, free from bullying and intimidation. We wish to provide the best possible experience for all young people involved in cricket at Lisburn. Young people have rights that must be respected, and responsibilities that they must accept. Young people are encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

Lisburn Cricket Club will operate in line with a code of conduct, which will be made readily available to all who wish to play cricket at Wallace Park. The code exists both for the benefit of all young people and adults who participate in the sport, and for those responsible for delivering coaching at the club. The code is available below and it reflects a child-centred ethos.

**CODE OF CONDUCT**

**PART 1: GUIDELINES FOR COACHES/TEAM MANAGERS**

Lisburn CC recognises the key role that coaches and team managers play in the lives of children in sport. The following outlines the parameters for coaches at Lisburn CC to follow.

* Coaches and managers in children’s sport should strive to create a positive environment for children in their care. They have an overall responsibility to take the steps necessary to ensure that positive and healthy experiences are provided.
* All coaches, managers and club officials should have as their first priority the children’s safety and enjoyment of the sport and should adhere to the guidelines and practices set out in this document.
* All coaches, managers and club officials must respect the rights, dignity and worth of every child and must treated everyone equally, regardless of ability, sex, age, religion or ethnic origin.
* All coaches, managers and club officials must act as role models and promote the positive aspects of sport and of cricket, whilst maintaining the highest standards of personal conduct.
* Be generous with praise and never ridicule or shout at players for making mistakes or losing a game.
* Be careful to avoid the “star system”. Each child deserves equal time and attention.
* Care must be taken not to expose a child to embarrassment or ridicule. Sarcastic or flippant remarks must not be used.
* Insist that all players in your care respect the rules of the game, and that fair play is observed at all times.
* Remember that young players play for fun and that skill development and personal satisfaction have priority over highly structured competition.
* Never make winning the only objective
* Encourage the development of respect for opponents, officials and other coaches.
* It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders. Avoid working alone and ensure there is adequate supervision of all activities.
* Coaches and managers are responsible for setting the boundaries between a working relationship and friendship with players. It is advisable for coaches not to involve young players in their personal life.
* When young players are invited into adult groups (e.g. adult practice) it is advisable to liaise with parents.
* Set realistic goals for young players and do not push them. Create a safe and enjoyable environment.
* Do not criticise other officials, coaches, managers or umpires. You are the role model for the children in your care.
* Coaches should refrain from smoking and consuming alcohol before and during training sessions.

**CODE OF CONDUCT FOR COACHES/MANAGERS**

**Coaches and managers should:**

* be positive during sessions, praise and encourage effort as well as results
* plan and prepare appropriately
* put welfare of young person first
* encourage fair play, treat participants equally
* recognise developmental needs
* be up to date with knowledge and skill of sport for young people
* involve parents where possible and inform parents where problems arise
* keep record of attendance at training
* keep a brief record of injury(ies) and action taken

**Where possible coaches and managers should avoid:**

* spending excessive amounts of time with children away from others
* taking sessions alone
* taking children to your home
* taking children alone in journeys in their car

**Coaches and managers MUST NOT:**

* use any form of punishment or physical force on a child
* exert undue influences over a participant in order to obtain personal benefit or reward
* engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and or make sexually suggestive comments about, or to a child
* take measurements or engage in certain types of fitness testing without the presence of another adult

**Coaches and managers have a right to:**

* ongoing training and information with regard to child protection issues
* support in the reporting of suspected abuse
* fair and equitable treatment by Lisburn CC
* be protected from abuse by children/youths, and other adult members and parents
* not to be left vulnerable when working with children

Any misdemeanour or general misbehaviour will be dealt with immediately and reported verbally to the Child Welfare Officer. The management committee of the club may relieve a coach from duties.

**PART 2: CODE OF CONDUCT FOR PARENTS**

**Lisburn CC believes that parents/guardians/carers should:**

* be role models for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers
* always behave responsibly and not seek to affect unfairly the game/player
* never intentionally expose any young participant to embarrassment by the use of flippant or sarcastic remarks
* always recognise the value and importance of the volunteers who provide sporting opportunities for your child. Do not question publicly the judgement or honesty of umpires, managers or coaches. Respect umpires, coaches and other players
* encourage your child to play by the rules. Teach them that honesty is as important as winning and encourage good sportsmanship
* set a good example by applauding good play on both sides. Encourage mutual respect for team mates and opponents
* support all efforts to remove abusive and bullying behaviour in all its forms
* detail any health concerns pertaining to your child on the club registration form. Any changes in a child’s state of health should be reported to the lead coach before any session.
* Ensure that your child is punctual for coaching sessions and matches
* Collect your child on time
* Ensure that your child is properly attired for the weather conditions of the time

**Parents or guardians have the right to:**

* Be informed or problems or concerns relating to their child
* Be informed if their child is injured

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a relevant coach. Persistent concerns or breaches may result in the parent/guardian being banned from attending cricket games/coaching if their attendance is deemed to be detrimental to the child’s welfare. The ultimate sanction should a parent/guardian continue to breach the Code of Conduct may mean Lisburn CC refusing permission for the child to continue his/her involvement in cricket at the club.

**PART 3: GUIDELINES FOR CHILDREN/YOUNG PLAYERS**

For the purposes of this document, young players are defined as those who are under 18 years of age:

**Young players are entitled to:**

* Be safe and to feel safe
* Be listened to
* Be believed
* Be treated with dignity, sensitivity and respect
* Participate on an equal basis
* Have fun and enjoy sport
* Experience competition at a level at which they feel comfortable
* Comment and make suggestions
* Make complaints and have them dealt with in relation to abuse of any kind
* Appropriate confidentiality
* Approach the child protection officer with any questions or concerns they may have

**Children and young players should not:**

* Cheat
* Bully or use bullying tactics to isolate another player
* Harm team mates, opponents or their property
* Tell lies about adults or other children
* Spread rumours

**SUPERVISION AND GENERAL GUIDELINES**

**Travelling with children**

There is extra responsibility taken on by any member of Lisburn CC when they travel with children to matches. When travelling with young people, the manager/coach/volunteer/player should:

* Ensure that there is adequate insurance cover
* Not carry more than the permitted number of passengers
* Ensure use of seat/safety belts
* Avoid being placed alone with one participant, put passenger in back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis
* Clearly state times or pick up and drop off.

**Supervision**

* Make sure there is an adequate adult: child ratio. Recommended ratio is 1:8 under 12 and 1:10 over 12. This will depend on the nature of the activity, the age of the participants and any special needs of the group
* Where there are mixed groups there should, where possible, be leaders of both genders
* Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
* Clearly state time for start and ending of coaching sessions or competitions
* Leaders should remain in pairs until all participants have been collected
* Keep attendance records and record of any incidents/injuries that arise

**Safety**

* Coaches and managers have a responsibility to ensure the safety of the players with whom they work
* Ensure activities are suitable for age and stage of development of participants
* Keep a record of any specific medical conditions of the participants
* Keep a record of emergency contact numbers for parents/guardians
* Ensure any necessary protective gear is used
* Ensure first aid kid is close at hand with access to qualified first aider
* Know the numbers of emergency services
* If an incident occurs make a brief record of injury and action taken. Contact the parent and keep them informed of all details
* Any coach umpiring in a match must ensure the conduct of the game
* Managers and coaches should hold appropriate qualifications
* Ensure parents are informed with regard to finishing times of sessions or events
* Implement safety requirements with regard to the wearing of helmets, bowling restrictions and fielding restrictions

**Physical Contact**

* Avoid unnecessary physical contact
* Any necessary contact should be in response to the needs of the child and not the adult
* It should be in an open environment with the permission and understanding of the participant
* It should be determined by the age and developmental stage of the participant – don’t do something that a child can do for themselves
* Never engage in inappropriate touching

**Insurance**

* Lisburn CC has Public Liability Insurance and appropriate Employer’s Liability Insurance for employees
* Adults transporting children in their cars should be aware of the extent and limits of their motor insurance cover, particularly in relation to acceptable numbers and liability

**Lisburn CC Policy and Procedures on Use of Video, Photography and Mobile Phones**

Lisburn CC has adopted this policy in relation to the use of images of cricketers on its website and in other publications as there are concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites, and on social media outlets. Where possible we will avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

**Rules to guide the use of photography**

* If a cricketer is named, avoid using their photograph
* If a photograph is used, avoid naming the cricketer
* Ask for the cricketer’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport
* Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.

Amateur photographers/film/video operators wishing to record an event or practice sessions should seek accreditation with the Child Protection Officer or the lead coach.

If professional photographers or the press are invited to an activity Lisburn CC will aim to ensure that they are clear about our expectations of them in relation to child safeguarding.

**Mobile Phones**

Mobile phones are often given to young people for security, enabling parents to keep in touch and make sure they are safe. More frequently, they are used by young people for social media purposes. The use of mobile phones allows quick and easy contact, but it is important that mobile phones are not used to cross personal boundaries and cause harm for young people.

**Managers and Coaches**

* May use group texts/ emails, and Facebook/Twitter for communication and inform parent of this at the start of the season
* It is not appropriate to have constant contact or communication with individual cricketers
* Do not use phone in locations such as changing rooms

**Young People**

* If you receive an offensive photo, email, message or social media communication, do not reply to it. Save it or make a screenshot, make a note of time and date and informed your parent or guardian, and the Child Welfare Officer
* Be careful about the people to whom you give your number
* Do not respond to unfamiliar numbers
* Do not use your phone in locations such as changing rooms

**THE USE OF SANCTIONS**

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions:

* Code of Conduct rules are clearly stated and agreed
* A warning is given if a rule is broken
* If rules are broken on a second or subsequent occasion, sanctions may be imposed and parents may be contacted
* Sanctions should not be imposed for errors which occur while playing
* Physical activity (laps or push ups) should not be used as a sanction
* Sanctions should be used sparingly
* Where relevant, sanctions may need to be recorded

**SAFEGUARDING AND PROTECTION**

Lisburn CC has adopted child safeguarding policies and procedures to ensure the provision of a safe, positive and nurturing environment where children can develop and enhance their cricketing and social skills

**Substance Abuse**

* The use of drugs, alcohol and tobacco is discouraged
* Adult should act as role models for appropriate behaviour with regard to the use of the above
* Use of any substance that is perceived to offer a short-cut to improved performance is discouraged completely

**Psychological Stress, Burnout and Dropout**

Burnout may be described as a process resulting from an activity that was once a source of fun and satisfaction, but later becomes associated with physical and psychological distress. Lisburn CC will promote measures to reduce the incidence of stress and burnout

**Bullying**

Bullying can be defined as repeated aggression be it verbal, physical or psychological conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people.

**Combating Bullying**

The anti-bullying policy of Lisburn CC includes the following measures:

* Ensures all members follow the Code of Conduct, which promotes the rights and dignity of each member
* Raises awareness of bullying as an unacceptable form of behaviour
* Complaints procedure used if bullying occurs
* Provides comprehensive supervision at all games and coaching sessions
* Provides a supportive environment for victims of bullying
* Obtains co-operation of parents/guardians to combat bullying

**Child Abuse and Protection Procedures**

Lisburn CC accepts that organisations which include young people amongst its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people are the concern of all adults at all times. Lisburn CC has appointed a Child Welfare Officer to oversee child protection procedures and information is listed at the end of this document.

Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the duty social worker in the local health board or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with the abuse.

A report made by any player/official/member of Lisburn CC should be passed on to the Child Welfare Officer who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone at Lisburn CC to take responsibility or decide whether or not child abuse has taken place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can make enquiries and take any necessary action to protect the young person.

**Reporting Suspected or Disclosed Child Abuse**

The following steps should be taken in reporting child abuse to the statutory authorities:

1. Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
2. Report the matter as soon as possible to the Child Welfare Officer. If the CWO has reasonable grounds for believing that the child has been abused or is at risk from abuse, s/he will make a report to the relevant statutory authority
3. In cases of emergency, where a child appears to be at immediate and serious risk and the CWO is unable to contact the duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by a statutory authority.
4. If the CWO is unsure whether reasonable grounds for concern exist, s/he can informally consult with the local statutory authority.
5. A CWO reporting suspected or actual child abuse to the statutory authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation
6. In instances where Lisburn CC finds that it does not have reasonable grounds for reporting a concern, the member who raised the concern should be given a clear statement by the CWO outlining why no further action has been taken. The member should be advised that if they remain concerned about the situation, they are free to consult with, or report to, the statutory authorities.
7. It is best to report child abuse concerns by making personal contact with relevant personnel in the statutory authority and then to follow up in writing.

**Response to a child disclosing abuse**

1. Advise the child that it is not possible that any information will be kept a secret
2. Deal with allegation of abuse in sensitive manner by listening to and facilitating the child to tell about the problem
3. Stay calm
4. Do not make any judgemental statement about the person against whom the allegation is being made
5. Use non-specific questions such as “Can you explain what you mean by that?”. Let that child tell the story in their own words.
6. Give the child a general indication of what will happen next such as informing parent/guardians, or statutory authorities.

**Allegations against Coaching team**

If an allegation is made against a manager or coach at Lisburn CC, the following procedures will be used

* Advice to be sought from local duty social worker with regard to any action necessary to protect the child who may be a risk
* Matter reported to the local statutory authority by CWO
* The Chairperson of Lisburn CC should privately inform the person that (a) an allegation has been made against them and (b) the nature of the allegation. He/she should be afforded an opportunity to respond, and to be accompanied by another adult
* The person should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear it is only a precautionary measure and will not prejudice any later proceedings
* All persons involved in a child protection process should be afforded appropriate respect, fairness, support and confidentiality at all stages
* The management committee of Lisburn CC should be informed by the CWO that the leader has been asked to stand aside
* The management committee of Lisburn CC can consider disciplinary action against the leader but should ensure that this does not interfere with any external investigation
* The management committee of Lisburn CC will consider the outcome of the investigation and any implications it may have.

**Confidentiality**

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

**Anonymous Complaints**

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the CWO. The information should be checked out and handled in a confidential manner.

**Rumours**

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the CWO and checked out without delay.

**Child Welfare Officer**

The current CWO at Lisburn CC is Maurice McDevitte

Contact details: E-mail: [mauricemcd@hotmail.co.uk](mailto:mauricemcd@hotmail.co.uk)

Phone: 07767211211

Maurice will be frequently available at youth practice sessions and is happy to listen to any concerns from relevant parties.