

# CRICKET IRELAND CHILD SAFEGUARDING POLICY AND GUIDE



**CRICKET  
IRELAND**

# CONTENTS

---

Page

<b>INTRODUCTION BY CHIEF EXECUTIVE</b>	<b>3</b>
<b>1 GLOSSARY</b>	<b>4</b>
<b>1.1 GLOSSARY OF TERMS</b>	
<b>1.2 GLOSSARY OF ABBREVIATIONS</b>	<b>5</b>
<b>2 CRICKET IRELAND’S POLICY STATEMENT ON CHILD SAFEGUARDING</b>	<b>6</b>
<b>3 CLUB SAFEGUARDING POLICY SAMPLE STATEMENT</b>	<b>8</b>
<b>4 CRICKET IRELAND SAFEGUARDING STRUCTURE</b>	<b>9</b>
<b>5 DEFINITIONS OF ABUSE</b>	<b>11</b>
<b>6 GUIDELINES</b>	<b>14</b>
<b>6.1 COMMON INDICATORS OF ABUSE</b>	<b>14</b>
<b>6.2 REPORTING SUSPECTED OR DISCLOSED CHILD ABUSE</b>	<b>14</b>
<b>6.3 RESPONSE TO A CHILD DISCLOSING ABUSE</b>	<b>15</b>
<b>6.4 INTERNAL ALLEGATIONS WITHIN CRICKET</b>	<b>15</b>
<b>6.5 CONFIDENTIALITY</b>	<b>16</b>
<b>6.6 ANONYMOUS COMPLAINTS</b>	<b>17</b>
<b>6.7 RUMOURS</b>	<b>17</b>
<b>6.8 DISCLOSING INFORMATION TO OTHERS</b>	<b>18</b>
<b>6.9 LEGAL PROTECTION</b>	<b>18</b>
<b>7 BEST PRACTICE SAFE RECRUITMENT</b>	<b>19</b>
<b>APPENDICES</b>	
<b>APPENDIX 1 - GARDA VETTING PROCEDURE</b>	<b>24</b>
<b>APPENDIX 2 - ACCESS NI PROCEDURE</b>	<b>26</b>

# INTRODUCTION BY THE CHIEF EXECUTIVE

It is the role of a governing body to promote its sport in its territory. More than that, it should be the role of that body to promote enjoyment of the sport, across all ages and level of ability, from the playground to the international arena.

In order to facilitate that enjoyment, it is the duty of the sport to provide at all levels a safe and friendly environment for children. In this regard, Cricket Ireland takes its child safeguarding responsibilities very seriously.

For the first time, we have gathered together a single resource for how staff, coaches, parents and volunteers should understand and discharge their vital duties towards managing the safety and security of children involved in our sport.

This manual exists as a guidance tool to support those involved in management of our sport, to ensure the game is managed safely and in line with current legislation, and to ensure that best practice is followed.

Although this guide is comprehensive, it is not intended to be intimidating – instead, our aim is to ensure that it provides all of our sport’s valued volunteers and employees throughout the country at every level the tools to support the continued growth of the game in Ireland.

We thank you sincerely for helping us make our game as strong, safe and successful as it deserves to be.



**Warren Deutrom**  
Chief Executive



# 1 GLOSSARY

## 1.1 GLOSSARY OF TERMS

The glossary of terms shown below is based on the principles set out in *Children 1st* and *Co operating to Safeguard Children and Young People*, these are guidance for inter-agency work to safeguard and promote the welfare of children.

<b>Safeguarding and promoting the welfare of children</b>	This is the process of protecting children from maltreatment, preventing impairment of health and development, and ensuring they grow up in circumstances consistent with the provision of safe and effective care ensuring children have optimum life chances and enter adulthood successfully.
<b>Child Protection</b>	Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect children. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.
<b>Abuse</b>	In the context of this manual “abuse” is given to mean a variety of different types of abuse and not simply abuse of a sexual manner. For definitions of the different types of abuse please see pages 11-13
<b>Children &amp; Young People</b>	A child or young person is defined by the law in both jurisdictions as a person under the age of 18 years
<b>Parent / guardian</b>	For the purposes of this document when referring to parent/guardian, the term is used to include parents, legal guardians, and/or carers.
<b>Bullying</b>	Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his/her peer group). The damage inflicted by bullying can frequently be underestimated.
<b>Age of consent</b>	The Sexual Offences (NI) Order 2008 became operational on 2 February 2009. This legislation effectively brought Northern Ireland into line with the rest of the UK in terms of the law relating to when young people are deemed to be able to consent to sexual activity. Specifically, the age of consent has been reduced from 17 years old to 16 years old. It has also introduced new offences of sexual abuse against children under the age of 13. In the Republic of Ireland under the Criminal Law (Sexual offences) Act 2006 the age of consent is 17 years.
<b>Statutory Authorities</b>	The authorities who promote the protection and welfare of young people and vulnerable adults who have the responsibility for the investigation and/or validation of suspected child abuse, i.e., in the ROI it is An Garda Síochána and TUSLA, and in NI it is the Police Service of Northern Ireland (PSNI) and the Health and Social Care Trust (HSCT).

---

## 1.2 GLOSSARY OF ABBREVIATIONS

CI Cricket Ireland

---

Sport NI Sport Northern Ireland

---

SI Sport Ireland

---

CGP Code of Good Practice

---

CPSU Child Protection in Sport Unit

---

ISA Independent Safeguarding Authority

---

AS Authorised Signatory

---

## 2 CRICKET IRELAND'S POLICY STATEMENT ON CHILD SAFEGUARDING

---

- Cricket Ireland is committed to ensuring all children, have a safe, positive and fun experience, whatever their level of involvement in cricket.
- The welfare of all children is paramount.
- All children, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy cricket in an environment within cricket that is safe from abuse of any kind.
- Cricket Ireland recognises the importance of safeguarding children and is committed to developing, and implementing, policies and procedures which ensure that everyone knows, and accepts, their responsibility in relation to a duty of care of children.
- Cricket Ireland is committed to ensuring there are correct and comprehensive procedures for responding to, recording, and reporting child safeguarding concerns
- Cricket Ireland will work with all relevant parties to ensure all suspicions and allegations are taken seriously, managed and dealt with swiftly and appropriately in line with Cricket Ireland policy and procedures and any statutory guidance.
- **It is a mandatory that all Cricket Unions, affiliated leagues and clubs must adopt and implement the Cricket Ireland Child Safeguarding Policy and they will be supported to do so through education and training.**
- All affiliated clubs in ROI must appoint a Club Children's Officer & a Designated Liaison person to ensure that appropriate procedures are followed.
- All affiliated clubs in Northern Ireland must appoint a Club Children's Officer.
- Cricket Ireland recognises the responsibility of the statutory agencies and is committed to working with all relevant personnel to comply with their procedures and statutory guidance.
- Cricket Ireland is committed to promoting safe, recruitment procedures and good practice for individuals working within cricket whether in a paid or voluntary capacity.
- Cricket Ireland will ensure that individuals will receive support through education and training, to be aware of, and understand, best practice and how to manage any safeguarding issues, which may come to light.
- Cricket Ireland recognises that it is not the responsibility of those working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

It is important to understand that safeguarding should not be viewed as a stand-alone process, which sits in isolation from other activities within cricket. Safeguarding is about creating a culture, which is fully integrated and helps direct the game and the provision of services that are offered to participants. Safeguarding in cricket is based upon the concept of providing an enjoyable environment tailored to the needs and requirements of children.

From a legislative perspective, there is clear statutory guidance about the arrangements to be in place in any organisation that provides services for, or works with, children. A policy decision has been taken by Cricket Ireland to work to the highest standard of guidance in all locations throughout the Northern Ireland and the Republic of Ireland where Cricket Ireland is the Governing Body.

### **Child safeguarding responsibilities at club level**

Cricket Ireland, as cricket's Governing Body in Ireland has produced this guide to provide information and steps to be taken to safeguard and protect children involved in cricket. However, it is vital that responsibility and ownership for child safeguarding is shared and that not only the governing body, but each individual Provincial Union, club staff and volunteers implement Cricket Ireland's approach and procedures for child safeguarding.

It is vital that all staff in a position of responsibility such as coaches, recruiters and managers take ownership for ensuring that the child safeguarding measures described in this manual are implemented consistently at a club level.

This guide details Child Safeguarding areas under which Cricket Ireland requires specific actions and responsibilities of each of its clubs.

This guide takes into account relevant legislation and statutory guidance at the time of publication. It does not intend to make the reader an expert on the legal framework, or the subject of safeguarding, but instead it offers practical guidance for those involved in providing cricket activities for children, aiming to increase general awareness of both mandatory requirements and good practice.

It is a **mandatory** requirement for every club affiliated to Cricket Ireland to adopt the manual and its policies.

## 2 CRICKET IRELAND'S POLICY STATEMENT ON CHILD SAFEGUARDING



The guide is based on the guidelines and legislation outlined in the following documents:  
The Code of Good Practice for Children's Sport, Irish Sports Council and Sport NI, 2000, (COE reviewed in 2006).

### For Republic of Ireland Clubs should reference;

- Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 2011
- Our Duty to Care, Dept. of Health & Children 2002
- Criminal Law (sexual offences) Act 2006
- The Protection for Persons Reporting Child Abuse Act 1998
- The National Vetting Bureau Act 2012
- Children First Act 2015

### For Northern Ireland Clubs should reference;

- *Children (NI) Order, 1995*
- Co-operating to Safeguard Children and Young People, 2016
- Area Child Protection Committee Regional Policy and Procedures, 2005
- Our Duty to Care, DHSSPS 2012
- Getting It Right, DHSSPS 2011
- Safeguarding Vulnerable Groups (NI) Order 2007
- Sexual Offences (NI) Order 2008
- Criminal Law (NI) Act 1967
- Protection of Freedoms Act 2012

**Safeguarding or Child Protection:** - The term child protection has been extended to safeguarding as it reflects the wider responsibility for health safety and prevention as well as just protection from abuse. It may be defined as: **Doing everything possible to minimise the risk of harm to children and young people.**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This includes:

- Ensuring staff/volunteers are properly checked when they are recruited
- Guidelines for people who come into contact with children as part of their role
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

---

*The Sport NI website contains a range of resources in relation to safeguarding and good practice. These documents are targeted at club level in minor sports who do not have a governing body. For the avoidance of doubt CI affiliated clubs should refer to the HYPERLINK "<http://www.cricketireland.ie/about/child-safeguarding>" information in this manual which replaces any documents found in the resources section of the Sport NI website.*

---

# 3 CLUB SAFEGUARDING POLICY SAMPLE STATEMENT

---

Each club must display its own Child Safeguarding Policy Statement (example provided below) demonstrating its commitment to child safeguarding and follow the steps detailed in this manual.

## EXAMPLE POLICY STATEMENT

- We at (NAME OF CLUB) are committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times.

To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a Children’s Officer or Club children’s officer to whom the children can turn to if they need to talk.
- Adopt child-centred coaching styles.
- Adopt guidelines through Codes of Conduct for members and all adults working at the club.
- Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in the constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management/executive committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography.
- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

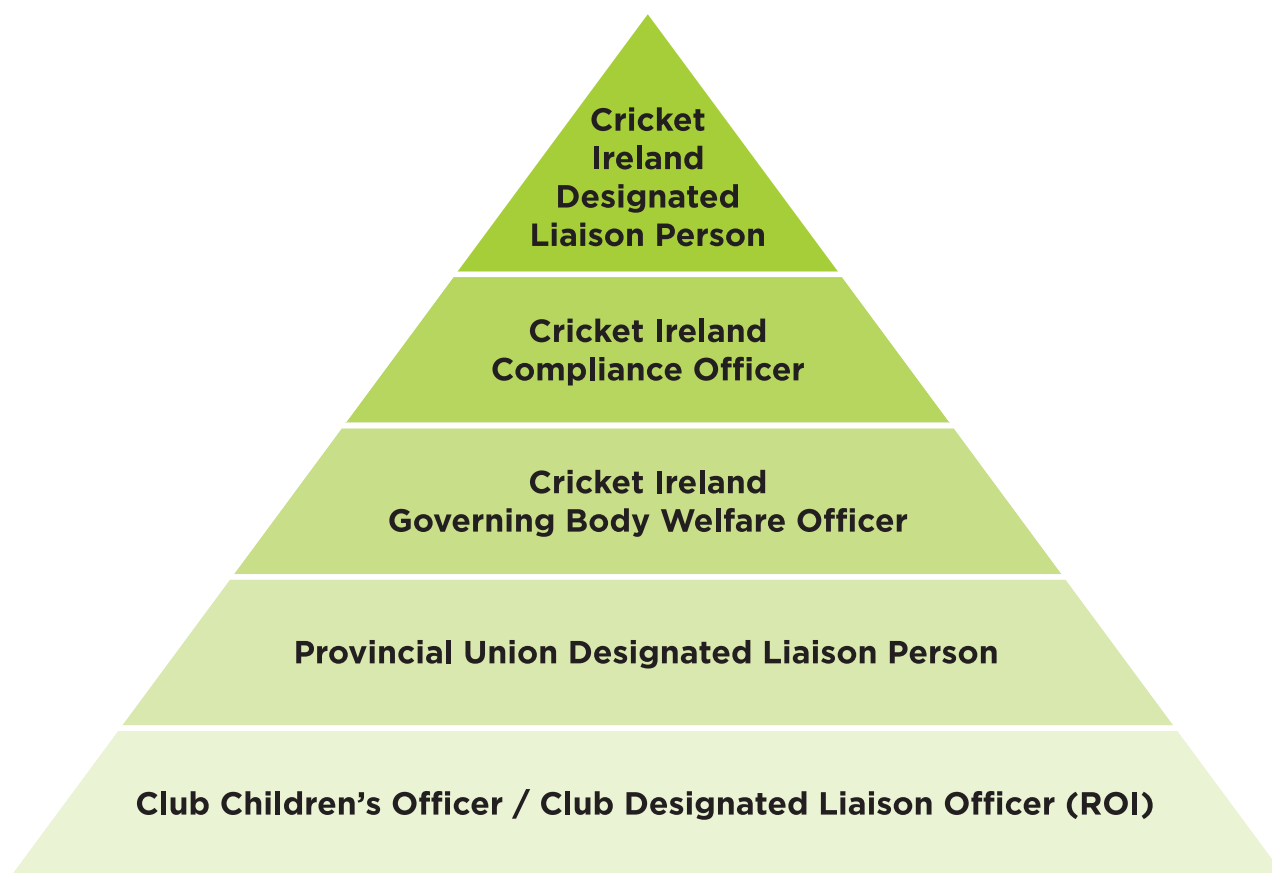
.....  
Chairperson

.....  
NAME OF CLUB

.....  
Date



## 4 CRICKET IRELAND SAFEGUARDING STRUCTURE



Within Cricket there is a number of individuals who have specific responsibility for Child Safeguarding across Cricket Ireland, Provincial Unions and Clubs.

### **Cricket Ireland**

#### **Designated Liaison Person (DLP) – Cricket Ireland Chief Executive Officer**

The Chief Executive is the most senior authority with overall accountability for ensuring that any potential issues are reported appropriately and that legislative requirements are complied with at Cricket Ireland.

The Chief Executive heads up of a team of individuals (case management group) which is tasked with raising and reporting any child safeguarding concerns, and which actively supports and audits the implementation of child safeguarding at club level as follows:

#### **Compliance Officer**

The Compliance Officer has been appointed by the Chief Executive as his delegated authority for Child Safeguarding issues at an operational level.

The role of the Compliance Officer is as follows:

- To be the delegated authority and be responsible for, and manage day to day child safeguarding issues within the organisation.
- To be responsible for the content of the Cricket Ireland Child Safeguarding manual and its policies and procedures and advise accordingly.
- To keep up to date with all relevant Government legislation across Ireland in relation to Safeguarding and informs the organization of any policy changes accordingly.
- To make the decision when to involve the CEO in child safeguarding issues.
- To ensure that Cricket Ireland GBWOs are appropriately trained to manage child safeguarding issues.
- To advise and guide the Governing Body Welfare officer as appropriate.
- To ensure that Cricket Ireland audits and reports on child safeguarding issues as appropriate and in accordance with its Board agreement.

## 4 CRICKET IRELAND SAFEGUARDING STRUCTURE

---

### **The Governing Body Welfare Officer**

Cricket Ireland has Governing Body Welfare Officer (GBWO). The role of the GBWO is to promote and assist Provincial Unions to meet their child safeguarding requirements, and to be the first point of call for any child protection concerns beyond the Provincial Union Designated Liaison Person (see below). Name and contact details is available on the Cricket Ireland website ([www.cricketireland.ie](http://www.cricketireland.ie)) or can be obtained by contacting CI on 00 353 18947914.

### **Provincial Union**

#### **Provincial Union Designated Liaison Person**

The four main Provincial Unions each have a Provincial Union Designated Liaison Person (PUDLP). The role of the PUDLP is to ensure all clubs within the union meet their child safeguarding requirements, and to be the first point of call for any child protection concerns beyond the individual Club Children's Officer (see below). Names and contact details of the current incumbents are available on the Cricket Ireland website ([www.cricketireland.ie](http://www.cricketireland.ie)) or can be obtained by contacting CI on 00 353 18947914.

Provincial Union Designated Liaison Person responsibilities

- Have knowledge of this Child Safeguarding Manual and Code of Good Practice and statutory guidelines.
- Assist the Compliance Officer with relevant child safeguarding tasks at a NI or ROI regional level including auditing compliance and reporting back on child safeguarding issues.
- Be familiar with and carry out reporting procedures as outlined in Appendices of this manual.
- Be aware of national and local services responsible for safeguarding.
- In conjunction with the Compliance Officer, to inform statutory authorities of relevant concerns about children within a Provincial cricket setting.
- In conjunction with the Compliance Officer, to liaise with Statutory Authorities and other agencies as appropriate.
- In conjunction with the Compliance Officer, to ensure that coaches / managers are aware of any allegations against them after consulting statutory authorities when relevant.
- To ensure that an individual case record is maintained of action taken by the Provincial Union, the liaison with other agencies and the outcome.
- To undertake training in relation to safeguarding.
- To communicate with Club Children's Officer to ensure the distribution of the Code of Good Practice.
- To assist in the development of a record-keeping system which maintains confidentiality while

allowing for appropriate information to be passed on to relevant authorities where necessary.

- To assist with the ongoing development and implementation of Cricket Ireland's safeguarding needs.

### **Club**

#### **Designated Liaison Person (Club)**

- The Designated Liaison Person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where a child is in immediate danger and you cannot get in contact with TULSA/HSCT, you should contact An Garda Síochána/Police Services Northern Ireland.
- The Designated Liaison Person should ensure that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments

#### **Club Children's Officer**

Each club should have an individual appointed as the Club Children's Officer. The role of the Club Children's Officer is as follows:

- To have knowledge of the Child Safeguarding Guide and Code of Good Practice and statutory guidelines.
- To be the first point of contact at a club level for any staff/players or parents with child safeguarding concerns.
- To be aware of national and local services responsible for safeguarding.
- To raise any serious child safeguarding concerns with TULSA /HSCT.
- To be familiar with, and following discussion with the PUDLP or Compliance Officer, carry out reporting procedures as outlined in Appendices of this manual.
- To ensure that records, where possible are kept in a secure location and access is on a "need to know" basis as far as possible
- To commit to attendance at appropriate training.
- To co-ordinate the training of others at club level.
- To promote the values, attitudes and structures which make sport enjoyable for young people.
- To circulate relevant information and resource materials at a club level.

In addition, a poster format (APPENDIX 4) has been created to be displayed in each club communicating Cricket Ireland's child safeguarding procedures and key personnel within Provincial Unions.

## 5 DEFINITIONS OF ABUSE

All those involved in children’s sport have a responsibility to be able to recognise and respond to signs and indicators of child abuse.

It is hoped that this will be a useful reference for all in cricket, particularly those in roles connected with safeguarding and protecting children.

### Guidance - defining abuse

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, by a stranger. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for children.

The definitions of abuse are detailed below:

<p><b>Physical abuse</b></p>	<p>Is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust.</p> <p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, biting, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, or carer, fabricates the symptoms of, or deliberately induces, illness in a child.</p> <p>Examples of physical abuse in cricket may be when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body, or where drugs are used to enhance performance.</p>
<p><b>Emotional abuse</b></p>	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child’s developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms</p> <ul style="list-style-type: none"> <li>● It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person</li> <li>● It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate</li> <li>● It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction</li> <li>● It may involve seeing or hearing the ill-treatment of another</li> <li>● It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger or the exploitation or corruption of children</li> </ul> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p> <p>Emotional abuse in cricket may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations.</p>

## 5 DEFINITIONS OF ABUSE

<p><b>Sexual abuse</b></p>	<p>Is when a child is used by another person for his or her gratification or sexual arousal or for that of others.</p> <p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.</p> <ul style="list-style-type: none"> <li>● The activities may involve physical contact including penetrative or non-penetrative acts</li> <li>● They may include non-contact activities, such as grooming children, involving children in looking at, or in the production of, sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually inappropriate ways</li> <li>● Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children</li> </ul> <p>There are situations within all sports, including cricket, in which the potential for this form of abuse exists:</p> <ul style="list-style-type: none"> <li>● Some individuals have deliberately targeted sports activities, in order to gain access to, and abuse, children</li> <li>● There is evidence that individuals have sometimes ignored governing body codes of practice, and used physical contact within a coaching role to mask their inappropriate touching of children</li> <li>● Some people have used sporting events as an opportunity to take inappropriate photographs or videos of sports people (including children) in vulnerable positions</li> </ul>
<p><b>Neglect</b></p>	<p>Neglect is the persistent failure to meet a child's basic physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. It is where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care</p> <p>Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>● Provide adequate food, clothing and shelter (including exclusion from home or abandonment)</li> <li>● Protect a child from physical and emotional harm or danger</li> <li>● Ensure adequate supervision (including the use of inadequate care-givers)</li> <li>● Ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p> <p>Neglect in cricket could include a teacher or coach not ensuring that children are safe, exposing them to undue cold, heat or to unnecessary risk of injury. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
<p><b>Exploitation</b></p>	<p>Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature. (this definition of abuse is only included in NI guidance)</p>

## 5 DEFINITIONS OF ABUSE

### **Bullying**

Though not formally recognised as a form of abuse in legislation, bullying is the most common concern expressed by young people. Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:

- Physical (for example, hitting, kicking, theft)
- Verbal (for example, sectarian, racist or homophobic remarks, threats, name calling)
- Emotional (for example, isolating an individual from the activities and social acceptance of their peer group)

The competitive nature of sport makes it an ideal environment for the bully.

Bullying in sport could be a parent who pushes their child too hard, a coach who shouts at, or humiliates children, or a child that actively seeks to make sport a difficult or unhappy experience for others.

Cricket Ireland will not tolerate bullies at any level of the game. Cricket Ireland has a dedicated anti-bullying policy (appendix 23)

Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them.

## 6 GUIDELINES

---

### 6.1 COMMON INDICATORS OF ABUSE

When reading the information outlined in this section, everyone MUST remember the following key point: *It is not the responsibility of those working in cricket to decide that child abuse is occurring, but it is their responsibility to act on any concerns.*

All those in cricket who work with children need to be aware of indicators of abuse to ensure that the cricket provides an effective safeguarding and protection programme.

Indications that a child may be being abused can include physical and/or behavioural signs which may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury and the explanation for it seem inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Stops, or is prevented from, socialising with other children
- Displays variations in eating patterns, including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Excessive fear of making mistakes

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but maybe indicative of a need to report concerns.

Some changes in behaviour can be caused by changes at home, for example, if a bereavement occurs. Parents/carers are strongly encouraged to inform the coach or Club Children's Officer of any significant changes which may affect the behaviour of their child.

### 6.2 REPORTING SUSPECTED OR DISCLOSED CHILD ABUSE

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

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the DLP with responsibility for reporting abuse. If the DLP has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to TUSLA/HSCT / social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the DLP is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the DLP is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report
- (e) A Designated Person 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**
- (f) In instances where the Designated Person finds that it does not have reasonable grounds for reporting a concern to the Statutory Authorities, the member who raised the concern should be given a clear statement by the Designated Person of the reasons why there is no action being 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
- (g) It is best to report child abuse concerns by making personal contact with relevant personnel in the Statutory Authorities and then to follow up in writing

### 6.3 RESPONSE TO A CHILD DISCLOSING ABUSE

- (a) Advise the child that it is not possible that any information will be kept a secret
- (b) Deal with allegation of abuse in sensitive manner by listening to and facilitating the child to tell about the problem
- (c) Stay calm
- (d) Do not make any judgmental statement about the person against whom the allegation is being made
- (e) Use non-specific questions such as “Can you explain what you mean by that?” Let the child tell the story in his/her own words
- (f) Give the child a general indication of what will happen next such as informing parents/guardians, TULSA/HSCT/Social Services.

### 6.4 INTERNAL ALLEGATIONS WITHIN CRICKET

If an allegation is made against a manager / coach / selector / volunteer working within Cricket (Cricket Ireland, Provincial Unions or Clubs) the following procedures will be followed:

- (1) The reporting procedure in respect of suspected child abuse.
- (2) The procedure for dealing with an allegation against a member of the Management team or volunteer

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. All necessary steps must be taken to protect children within the care of Cricket.

The issue of confidentiality is important. Information is on a need to know basis and the person against whom the allegation is made should be treated with respect and fairness.

#### Steps to be taken

- Advice to be sought from local duty social worker with regard to any action necessary to protect the child who may be at risk
- Matter reported to local statutory authorities by Designated Person
- The Chairperson of the Club and the Designated Liaison Person should privately inform the person that
  - (a) An allegation has been made against him / her 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 that it is only a precautionary measure and will not prejudice any later disciplinary proceedings
- All persons involved in a child protection process (the child, his / her parents / guardians, the alleged offender, his / her family, management teams) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure

## 6 GUIDELINES

---

- The Provincial Union Designated Liaison should be informed in confidence by the Designated Liaison Person at the Club that a member/leader has been asked to stand down. They should keep in touch until there is a definitive outcome from the statutory authorities.
- The Provincial Union Designated Liaison Person will inform the Governing Body Welfare Officer regarding the nature of allegations only.
- The Club Chairperson Designated Liaison can consider disciplinary action against the member/leader but should ensure that this does not interfere with the investigation of the Statutory Authorities.
- The Club Chairperson and Designated Liaison Person will consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

### 6.5 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.

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed in a sensitive manner to the parents / guardians of the child about whom there are concerns
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality



## 6 GUIDELINES

---

### 6.6 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 / children are paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Children's Officer or the Designated Person. The information should be checked out and handled in a confidential manner.

### 6.7 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 Designated Person or the Children's Officer and checked out without delay

## 6 GUIDELINES

---

### 6.8 DISCLOSING INFORMATION TO OTHERS

#### Northern Ireland

Advice will be sought from the Health and Social Care Trust if Cricket Ireland or Provincial Unions has information about an individual who poses a risk to children and joins another organisation. The Northern Ireland Assembly places the responsibility on the police to co-ordinate the risk assessment and management process.

#### Republic of Ireland

Sport Ireland recommends that best practice is to disclose the information requested by a third party which is given in order to provide protection to a young person now or in the future.

### 6.9 LEGAL PROTECTION

#### Protection for Persons Reporting Child Abuse, 1998 (IRL)

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardai (See 5.13.1 – ISC Code). The act also covers the offence of 'false reporting'. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Boards or any member of An Garda Síochána;
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland there is legislation, (the Criminal Law Act (NI) 1967) which places the responsibility on everyone to report offences or to forward information to the police by emphasizing the, 'duty of every other person, who knows or believes,

- (a) that the offence or some other arrestable offences has been committed: and
- (b) that he has information which is likely to secure, or to be material assistance in securing the apprehension, prosecution or conviction of any person for that offence'

# 7 BEST PRACTICE SAFE RECRUITMENT

## Policy Statement

At Cricket Ireland the welfare of children playing our sport is of paramount importance. As the Governing Body, Cricket Ireland is committed to taking all reasonable steps to ensure that people working with children are suitable and appropriately qualified. Recruitment and selection procedures outlined below apply to all persons with substantial access to children, whether in a paid or voluntary capacity.

## Procedure for Recruiting Staff



## Job Descriptions and Person Specifications

Prior to any recruitment taking place, all posts must have a job/role description and person specification drawn up. Copy templates for these documents are

included in Appendix 1. The job/ role description describes the main tasks and responsibilities of the role and the person specification will detail the essential and desirable criteria required in suitable candidates. Candidates will be short listed for consideration against the agreed criteria.

## Advertising

A significant amount of Cricket Ireland's recruitment will involve advertising on the open market. However it is vitally important that the correct recruitment procedure including vetting, photographic identification and reference checks is followed to ensure Cricket Ireland can exclude any inappropriate applications and provide advice to clubs.

## Application Form

An application form should be used which provides all the information on an applicant that is required. Templates for different application forms for permanent staff and volunteers can be found on the Cricket Ireland website. CVs can allow individuals to avoid revealing certain information such as previous criminal records and must not to be accepted, unless as an addition to the recommended application form.

## Photographic Proof of Identification

As part of the organisation's commitment to safe recruitment, all candidates must be asked to provide proof of identification at the recruitment stage. Suitable identification includes a passport, driving licence or birth certificate. The original identification must be produced at all times.

## Checking Competency and Qualifications

As part of Cricket Ireland's commitment to child safeguarding, details of qualifications are to be checked and a copy retained on file. Competency to perform to required standards will also be checked at recruitment through the application for written references from two individuals who can vouch for the applicant's suitability to work with children. For a paid post, one of these should be the most recent employer.

## Vetting

In this section the word "vetting" refers to the process of checking an individual's criminal records history for evidence of any relevant convictions, whatever the jurisdiction.

Vetting checks in Northern Ireland are carried out by Access NI and Cricket Ireland is registered with Access NI for the purposes of obtaining such checks.

## 7 BEST PRACTICE SAFE RECRUITMENT

In the Republic of Ireland the equivalent checks are carried out by the National Vetting Bureau.

In the UK there is a definition of activities that require vetting known as “Regulated Activities” (see following section defining Regulated Activities). Cricket Ireland has a legal duty not to knowingly recruit a disqualified person into a regulated post and the organisation could be open to prosecution if it did so. This responsibility also falls to those at club level when recruiting coaches and volunteers into regulated activities. Therefore, the only way to ensure we do not do this is to undertake an AccessNI or equivalent check, which will check against disqualification lists.

In the Republic of Ireland, Cricket Ireland has a specific responsibility under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to carry out mandatory vetting of persons participating in our sport. The National Vetting Bureau act defines those who must be vetted more broadly than the UK “regulated activity” and stipulates that vetting must be carried out on anyone providing “any work activity which consists of the provision of education, training, cultural, recreational, leisure, social or physical activities (whether or not commercial or any other consideration) to children.” Further information about the procedure for undertaking vetting in NI see appendix 8 and ROI see Appendix 7.

### Roles that Require Vetting

Coaches involved with children (whether volunteer or paid)

- Any other Volunteers involved with children who meet the ‘Regulated Activity’ criteria
- Staff who manage the above coaches and volunteers
- Staff who work as managers or supervisors and meet the ‘Regulated Activity’ criteria
- All drivers who transport children and meet the ‘Regulated Activity’ criteria
- First Aiders/Physiotherapists/ Medical Support
- Umpires and Scorers who meet the ‘Regulated Activity’ criteria

However, not all roles are as well defined but if a person is in a position to build a relationship of trust with a child they should be vetted. If clubs are unsure they should contact their Provincial Union Designated Person.

### Guidelines in order to assess other roles for Vetting

#### What is regulated activity? <sup>2</sup>

The following is a summary of regulated activity as relevant to those working with children in the sports sector. The **full** definition of regulated activity (i.e. work that a barred person must not do) is defined in the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

Working in a paid or voluntary capacity with children is regulated activity if (a) it is one of the activities listed below and (b) is done “regularly”.

#### (a) The activities include:

- Teaching, training or instruction;
- Care or supervision;
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being;
- Moderating a public electronic interactive communication service likely to be used wholly or mainly by children;
- Driving a vehicle being used only for conveying children and carers or supervisors;

Day to day management or supervision on a regular basis of a person carrying out one of the activities listed above is also a regulated activity.

Activities that are excluded from the definition of regulated activity are;

- Activity or participation of children that is merely incidental to what would normally be an adult activity.
- Supervised activity - an individual who is under reasonable day to day supervision by another person engaging in regulated activity.
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children. This is the “peer exemption”.

**(b) ‘Regularly’ is defined as:** carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight\*.

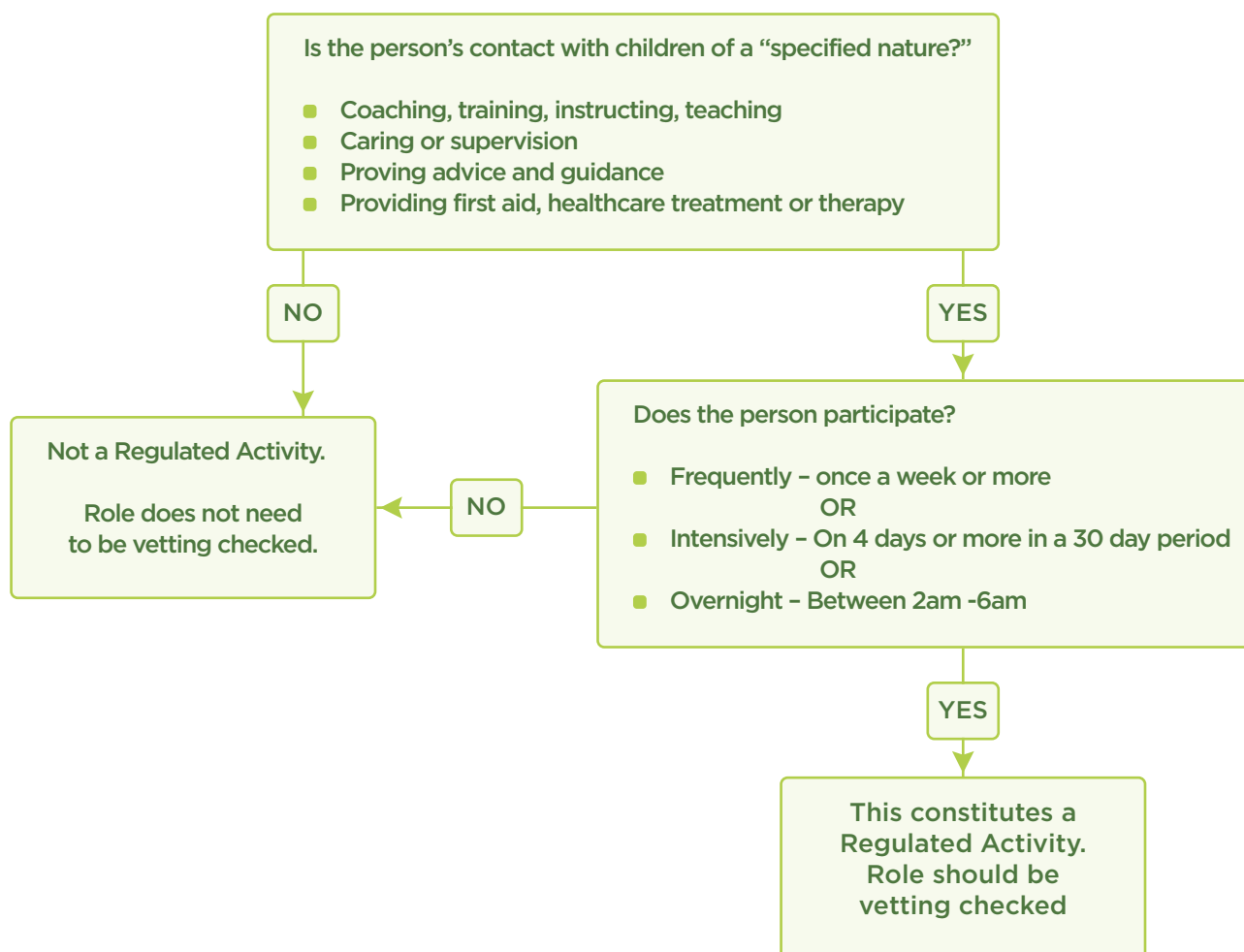
\*Definition of “overnight”:- In relation to teaching, training or instruction; care or supervision; or advice or guidance, it is also regulated activity if carried out (even once) at any time between 2am and 6am and with an opportunity for face-to-face contact with children.

<sup>2</sup> The definition of a “regulated activity” is only applicable in the UK. In the ROI anyone participating in a work activity providing physical activities to children must be vetted.

# 7 BEST PRACTICE SAFE RECRUITMENT

The same principles regarding Regulated Activity apply to all staff whether temporary, permanent or voluntary and part time or full time.

## Determining Whether to Obtain a Vetting Check



## How to Go About Obtaining Vetting Check

### NORTHERN IRELAND

Cricket Ireland is registered as an umbrella body for carrying out Access NI checks in Northern Ireland. Each club has a Lead Officer for Access NI who is responsible for submitting the appropriate documentation to Cricket Ireland, Stormont Pavilion, Upper Newtownards Road, Belfast, BT43TA and there is also a Governing Body Lead and Counter Signatory who are the only people who sees the initial results of the Access NI disclosure once it is completed. Full details as to the documentation to complete and how to go about obtaining an Access NI check are included in Appendix 3.

### REPUBLIC OF IRELAND

Cricket Ireland is a registered body for carrying out vetting. The organisation has an authorized liaison person who is responsible for the submission and review of a completed National Vetting Bureau (NVB) forms. Details of the NVB Process and how to go about obtaining a Garda Vetting check are included in Appendix 2.

Action to be taken from Returned Vetting Checks  
Individuals with certificates that are returned with no information will be sent a Clearance Letter from Cricket Ireland. A copy of this Clearance Letter must be provided by the individual to his/her Club's Children's Officer, to confirm satisfactory completion of the process.

## 7 BEST PRACTICE SAFE RECRUITMENT

---

If a Garda Vetting / Access NI check reveals information relevant to the safeguarding of children or vulnerable adults, that detail will be reported to the Compliance Officer. A safeguarding panel will then consider the issues (such documentation will be anonymised prior to circulation) and may additionally liaise with the statutory authorities. This group will make the final determination whether or not a disclosure is relevant or contrary to Cricket Ireland's safeguarding standards. If the disclosures are not relevant, then the individual will be issued with a Clearance Letter, as above. In instances where the above group is concerned about the suitability of an individual they will be contacted directly and may be invited to a confidential meeting to assist in the decision-making process, or asked to provide further information to aid the decision-making process.

### **Action to be taken by Clubs**

All Club Children's Officers must ensure that they have, on file, a copy (either photocopied or scanned) of a Clearance Letter for each of the coaches who operate at the Club. Any coach who has not provided the Club with a Clearance Letter must do so as a matter of urgency.

### **Employing staff prior to vetting checks coming through**

No individual may commence work in a regulated activity in a paid or unpaid capacity until the relevant vetting or equivalent check has been returned and a decision taken on the relevance of any information returned.

### **Non-UK / Ireland Vetting**

Clubs must recognise that checks need to be undertaken on post holders regardless of nationality. Different countries operate varying methods for providing background checks and not all countries are able to provide this service. The Disclosure and Barring Service website <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> provides current advice on which countries are able to provide a check and the application process. Non - UK /Ireland vetting must also be undertaken on British or Irish passport holders who have lived abroad in the last five years. Appendix 9 has a non-UK vetting form which must accompany any non-UK/Ireland vetting check

submitted to Cricket Ireland. Non-UK/Ireland vetting checks must normally be organised before the individual arrives in the country whenever possible.

Add further information and templates on safeguarding can be found on the Cricket Ireland website: <http://www.cricketireland.ie/about/child-safeguarding>

# APPENDICES

---



# APPENDIX 1 - GARDA VETTING (E-VETTING) PROCEDURE

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau (NVB) in respect of that person.

Garda Vetting is conducted on behalf of registered organisations (in this case Cricket Ireland) only and is not conducted for individual persons on a personal basis. If you are seeking employment or intending to volunteer with an organisation, which conducts relevant work, you may be asked to make an application to be vetted.

Since 2016, Cricket Ireland has used the **NVB eVetting System** and this has improved turnaround times and communication between the applicant and Cricket Ireland. It is essential that all personnel in the Republic of Ireland, either paid or voluntary, who have significant access to, and are doing relevant work with children or vulnerable adults and all Cricket Ireland Staff Members (in the Republic of Ireland and Northern Ireland), must undergo a NVB check. The new eVetting procedure is as follows:

## Step 1 – Who and what roles should be vetted

A cricket club identifies positions within their club, either paid or voluntary, which they believe meet the criteria for an individual to undergo an Enhanced Disclosure with Barred List Check.

Cricket Ireland recommends that if there is any doubt about a role you should contact your Club Children's Officer who may seek guidance centrally.

## Step 2 – Finding the correct forms to complete

Click on the following website link <http://www.cricketireland.ie/get-involved/coaching/garda-vetting>. When on the webpage, open up and complete the forms that are appropriate to the applicant:

- All applicants must complete the **Invitation to Garda Vetting (E-Vetting Procedure) Form – NVB 1**.

- Make sure to complete Section 2 – Cricket Ireland is the name of the organisation, tick the box that allows consent to make the application and make sure to sign inside the relevant box.
- **All applicants must complete the Cricket Ireland Garda Vetting ID Validation Form.**
- Section 2 needs to be signed by a person from the applicant's Club or Umpire Committee or a Cricket Ireland Staff Member or a person in a position of responsibility e.g. a Lawyer/Solicitor/a member of An Garda Síochána. The signatory must tick the second page and the documents that they have seen to confirm the identity of the applicant.
- **Please be aware of Section 3.2**, as Cricket Ireland need the applicant to also send a copy of a recent (inside the last 6 months) utility bill, which has the applicant's current address on it.
- **The Parent Consent Form – NVB 3 – is only for those applicants who are between 16 and 18 years old.**
- All contact details (email address / phone number) on the Garda Vetting Form must be those of the Parent / Guardian – all contact between the NVB and the applicant must be done through the Parent / Guardian.

## Step 3 – What to do after completing the relevant forms

Please post **ALL** completed forms, along with copies of the ID Validation documents that the signatory from Section 2 has seen to:

Garda Vetting Department  
Cricket Ireland  
Unit 22 Grattan Business Park  
Clonshaugh  
Dublin 17  
D17 X244

## Step 4 – What happens then?

The Authorised Signatory (AS) for Cricket Ireland, will input the information provided by the applicant into the NVB online system and submit it to the NVB.

The NVB will then contact the applicant via email (from an **@garda.ie** email address – **please check both main and junk inboxes**), for the applicant to put all their previous addresses (make sure that all addresses in Northern Ireland have a postcode [postcodes can be found by clicking on this link <http://www.royalmail.com/find-a-postcode>]) or if the applicant has had any previous convictions, into the NVB system.



## APPENDIX 1 - GARDA VETTING (E-VETTING) PROCEDURE

---

Once the applicant has submitted all these details into the NVB system, the NVB will email the Cricket Ireland AS, to review the submission and the AS will check to make sure all the details are OK (postcodes / timings at addresses to make sure there are no gaps in years) just in case there are any potential mistakes or errors, which might mean that the NVB 'reject' the application. If this is OK, the AS will then submit the application back to the NVB.

The NVB will do their checks and once this is complete, they will then submit their disclosure to the Cricket Ireland AS. The AS will check over it and if all is clear, Cricket Ireland will submit a Garda Vetting Clearance Letter to the applicant.

If there are disclosures for previous convictions, the AS will inform the Cricket Ireland Child Safeguarding Panel, who will contact the person linked to the previous convictions to make sure that these disclosures should be attached to the person. Appropriate discussion / action will be taken in respect of the disclosures, especially in terms of Child Safeguarding. In instances where the Safeguarding Panel is concerned about the suitability of an individual in their current role within a club based on the Garda Central Vetting Unit check or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision-making process.

In terms of time-frames, from when the applicant inputs their information into the NVB system to when a Cricket Ireland Clearance Letter or contact is made with the applicant about previous convictions, the process can take up to three weeks.

### **Any further questions on Garda Vetting**

Please contact:  
Michael Hingston  
Garda Vetting Authorised Signatory  
Cricket Ireland  
Email: [michael.hingston@cricketireland.ie](mailto:michael.hingston@cricketireland.ie)  
Tel: +353 (0) 85 877 4028

## APPENDIX 2 - ACCESS NI VETTING PROCEDURE

---

Guidance from Access NI is that Umbrella organizations (i.e. Cricket Ireland) should not make recruitment decisions for the organisation (i.e. the cricket clubs) they assist with disclosures. This does not mean that they cannot be involved in these recruitment decisions, either by;

- Supporting the clubs in making decisions by advising them on how to assess any potential risks arising from information returned directly to the club via Cricket Ireland, or
- Insisting that all those involved in the sport, even at club level, are appointed via safe recruitment procedures that are managed by Cricket Ireland. The decision about who to recruit can remain with the club but Cricket Ireland would have the final say over who should **not** represent the sport and would be able to insist that a particular person **does not** volunteer in the sport. This would also mean that Cricket Ireland may decide that an individual **can** volunteer in the sport but when the club receives the information they may set a higher threshold and not recruit them.

Information returned to the Umbrella organization (i.e. Cricket Ireland) from Access NI should be confirmed with the club representative. The individual applicant will receive a copy of the Disclosure Certificate directly from Access NI.

The following guidance is based on Cricket Ireland's own Cricket specific application procedures (available from Cricket Ireland Belfast Office and the Cricket Ireland website) which complement the on-line Access NI application process.

### Step 1

A cricket club identifies positions within their club, either paid or voluntary, which they believe meet the criteria for an individual to undergo an Enhanced Disclosure with Barred List Check.

### Step 2

A club's Lead Officer for Access NI (club committee member) will provide guidance on how to complete the on-line Access NI application and supporting documentation (which must include a self-declaration section and section for on-line PIN details / ID validation checks). Further information on Access NI applications can also be found on the Access NI website and Cricket Ireland website.

### Step 3

The Club's Lead Officer for Access NI (club committee member) will distribute forms and an envelope marked 'Confidential' to the individual / individuals who will work with or manage those who work with children or vulnerable adults. The Lead Officer should outline the procedure regarding accuracy and confidentiality to the individual.

### Step 4

Each applicant completes their own individual forms (on-line application, PIN notification section of the ID validation form and self-declaration form). The club's Lead Officer for Access NI (club committee member) completes and signs an ID validation form stating what forms of identification they have seen in relation to the applicant. Both the completed self-declaration and PIN notification / ID validation forms should be copied and a copy retained by the club. The originals along with the Access NI fee (if applicable) should then be placed in a 'Confidential' envelope and returned to Cricket Ireland at the Belfast Office marked for the attention of Access NI Applications.

Access NI Applications  
Cricket Ireland  
The Pavilion  
Stormont Estate  
Belfast  
BT4 3TA

### Step 5

At Cricket Ireland only the Governing Body Lead Signatory or Counter Signatory will open the envelope and check individual documentation to ensure that it is **completed properly**, before processing the Governing Body section of the individual on-line application and ahead of final Access NI submission. (NOTE - any form that is incomplete will be returned directly to the individual applicant for correction and re-submission).

In the context of Access NI's services, Question H6 'prescribed purpose' relates to the Enhanced with Barred List Check disclosure process. The regulations under Part V of the Police Act 1997 set out or 'prescribe' the positions which qualify for an Enhanced with Barred List Check Disclosure. Therefore, a position which appears in the regulation is said to be a 'prescribed purpose' for an application for an Enhanced with Barred List Check Disclosure. The Governing Body Lead / Counter Signatory must check that all relevant on-line submissions are submitted for an Enhanced check.

## APPENDIX 2 - ACCESS NI VETTING PROCEDURE

---

### Step 6

The club's Lead Officer for Access NI (club committee member) should retain copies of the individual's self-declaration and PIN notification / ID validation forms in a secure place and act as a point of contact for the applicant and Cricket Ireland respectively.

### Step 7

When Access NI receives a request for a level Enhanced with Barred List check Access NI will provide criminal record information including unspent and spent convictions and cautions. It will clearly indicate whether the applicant is on the Independent Safeguarding Authority's Barred List for Children and/or Vulnerable Adults. It will also provide Soft Intelligence. Access NI notes any offences or relevant information that appear to be linked to an individual based on the details set out on the form submitted. Once Access NI has completed its process a Disclosure Certificate is returned to the individual directly.

### Step 8

The Lead / Counter Signatory reviews every record where there has been a Disclosure from Access NI. Any individual Disclosure deemed relevant to the Safeguarding of children or vulnerable adults will be anonymized and reported to the Cricket Ireland Safeguarding Panel. This Safeguarding Panel makes the final determination as to whether or not a disclosure is relevant or contrary to Cricket Ireland's Safeguarding standards. In instances where the Safeguarding Panel is concerned about the suitability of an individual in their current role within a club based on an Access NI Disclosure or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision making process.

### Step 9

Individuals with certificates that are returned with no information or information that is not deemed relevant to the Safeguarding of children or vulnerable adults will be sent a Clearance Letter from Cricket Ireland. A copy of this Clearance Letter should be provided by the individual to his/her Club, to confirm satisfactory completion of the process.

*This guidance has been put together based on information from;*

Access NI (<http://www.dojni.gov.uk/accessni>)  
Our Duty to Care 2012DHSSPS  
Getting It Right 2005 DHSSPS  
The Code of Ethics and Good Practice for Children's Sport  
Protection of Children and Vulnerable Adults (NI) Order  
Protection of Freedoms Act 2012

For further information please contact Paul Stephenson at the Child Protection in Sport Unit: [pstephenson@nspcc.org.uk](mailto:pstephenson@nspcc.org.uk) or Tel: 0203 222 4246.

### General Enquires

Please contact:  
Nigel Jones  
Access NI Lead Signatory  
Cricket Ireland  
The Pavilion - Stormont Estate - Belfast - BT4 3TA  
Email: [nigel.jones@cricketireland.ie](mailto:nigel.jones@cricketireland.ie)  
Tel: +44 (0) 75 8540 0121

# CRICKET IRELAND CHILD SAFEGUARDING POLICY AND GUIDE



**CRICKET  
IRELAND**