



## Havant Cricket Club

Havant Park, Elm Lane, Havant, PO9 1HH

# Havant Cricket Club – Responding To, Recording and Reporting Concerns

The HCC policy for if you have a concern about a child or about the behaviour of an adult in cricket is to follow the ECB Child Safeguarding procedure as published.

### **ECB Safeguarding Procedure**

The expectation is simple: if you have a concern, you must share it. Taking no action may leave a child or children at risk of harm, and is not an option.

### **There are three steps involved in taking appropriate action: Respond – Record – Report**

1. Respond to the concern or allegation (stay calm, reassure, listen)
2. Record the relevant information ( make notes)
3. Report the relevant information ( share your concerns)

Reasons for taking appropriate action to report / share concerns

There may be a number of reasons why an individual may have a concern. These include:

- Something a child has said
- Possible signs or suspicions of abuse
- Allegations made against a member of staff or volunteer
- \*BE AWARE – allegations are often made as ‘complaints’. If you hear a complaint which raises concerns about a child or children, treat it initially as an allegation or safeguarding concern.
- Allegations made about a parent, carer or someone not working within the sport
- Bullying
- Breach of code of conduct/poor practice
- Observation of inappropriate or worrying behaviour
- A feeling that something is not right

This is not a definitive list – IF IN DOUBT, SHARE YOUR CONCERN

### **Step 1 Responding to disclosure, suspicions and/or allegations**

Anyone responding to disclosure, suspicions and/or allegations must always:

- Stay calm; do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Listen carefully to what is said
- Ask questions only where they are really necessary to clarify what you are being told. (Always avoid asking leading questions)



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- Keep an open mind – do not make assumptions or judgments, show disgust or disbelief
- Take the concern seriously
- Reassure the child and stress that they are not to blame
- Be honest and explain you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)
- Maintain confidentiality – only tell others if it will help protect the child
- Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

### Never:

- Approach any alleged abuser to discuss the concern
- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Take sole responsibility. Always consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

### Step 2 Recording the incident

Information passed to the ECB, children's social care, police and/or the LADO (Local Authority Designated Officer) must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. The HCC Incident Reporting Form (which can be found in within Key Documents) should be used wherever possible.

Information recorded must include the following:

- Details of the child including full name, age/date of birth, address and gender
- Details of the parent or guardian and whether they have been informed or not
- Details of the facts of the allegation or observations – a brief summary of the incident / concern/ situation/ discussion
- A clear distinction between what is (known to be) fact, opinion or hearsay
- A description of any visible bruising or other injuries
- The child's account, if it can be given, of what happened and how
- What the safeguarding concerns, if any, are (this may be a matter of opinion – this is acceptable but you must clearly identify opinion and differentiate it from fact)
- Details of the person alleged to have caused the incident/injury including the name, address and date of birth or their approximate age
- Witnesses to the incident(s)
- What action – if any – you take
- Why these actions are the best course of action at this point in time
- Any times, dates or other relevant information
- A signature, date and time on the report



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- Where the incident or concern is about a specific child or children you should use the form provided in ‘Safe Hands’ for this purpose.
- If you wonder whether to share the information then you have answered the question – yes, you should.

### Step 3 Reporting

Please remember: **It is everyone’s duty to report suspected cases of abuse or concern to protect children. It is for the professionals to decide if abuse or neglect has taken place.**

The principle strand of the “Safe Hands” safeguarding policy is the provision of an appropriate mechanism to provide correct, and comprehensive, reporting procedures for concerns. The ECB has a reporting framework which operates on three levels:

- The primary level involves the HCC Club Safeguarding Officer: Selina Jones, [selinajones05@hotmail.co.uk](mailto:selinajones05@hotmail.co.uk),
- Supporting the Club Safeguarding Officer is the County Safeguarding Officer (County WO) who is appointed by, and accountable to, the Hampshire County Cricket Board: John Cook – telephone 07766 838779 or email [john.cook@utilitabowl.com](mailto:john.cook@utilitabowl.com)
- Supporting the County Safeguarding Officer is the ECB Safeguarding Team, part of the ECB’s Integrity Unit

In the first instance: share your concern with the HCC Club Safeguarding Officer

If he or she is not available, or it is not appropriate to share the concern with them, speak to your County Safeguarding Officer.

If that is not possible, contact the ECB safeguarding Team at [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk)

If you believe a child may be in danger, or if a crime may have been committed – do not hesitate to contact the Emergency Services.

**HCC January 2026**