



# Safeguarding Reporting Management Procedure

## 1. PRELIMINARY

### 1.1 Purpose

The purpose of the Safeguarding Report Management Procedure (the Procedure) is to outline how concerns relating to the safeguarding or welfare of a child or adult should be managed by Lancashire Cricket Club.

### Document Control

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<b>Supercedes</b>	
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<b>Authorised By</b>	Board
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## 1.2 Objectives

The objectives of this Procedure are to:

- ensure the reporting process for safeguarding concerns clear and accessible.
- ensure consistency in how safeguarding concerns are reported.
- ensure considerations are made with regards to contacting the emergency services, statutory services, partner organisations and/or the ECB; and
- ensure accurate records are made when dealing with a safeguarding concern, allegation or disclosure.

## 1.3 Scope

This Procedure applies to all Lancashire Cricket Club employees, players, contractors, volunteers, and all persons engaged to undertake work, represent, or provide services for or on behalf of Lancashire Cricket Club. This Procedure is not limited to the workplace, match days or working hours, and will include all work-related events and activities that would not occur but for work including online activities. This Procedure covers the management of concerns raised regarding the safeguarding and welfare of children and adults. General complaints and concerns will be handled in accordance with the relevant procedures including, but not limited to, the Clubs Whistleblowing Policy and the ECB Regulations.

## 2. DEFINITIONS

Adult	For the purposes of this Policy, the term adult encompasses adults at risk and adults more generally. It is important to note that any adult can become vulnerable at any time and for any reason, including our professional cricketers: 1. Adult at Risk, an individual who: (a) has needs for care and support (whether or not the local authority is meeting any of those needs) and; (b) is experiencing, or at risk of, abuse or neglect, and; (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.  (Care Act 2014)
Child or Children	Refers to persons under the age of eighteen; also referred to as Young People.  (The Children's Act 1989 & 2004)
ECB	Refers to the England and Wales Cricket Board, which encompasses the Cricket Regulator.
Safeguarding	Is defined as: - providing help and support to meet the needs of children as soon as problems emerge. - protecting children from maltreatment, whether that is within or outside the home, including online. - preventing impairment of children's mental and physical health or development.



	<ul style="list-style-type: none"><li>- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.</li><li>- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children; and</li><li>- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.</li></ul> <p>(Working Together to Safeguard Children, 2023)</p>
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### 3. REPORTING SAFEGUARDING CONCERNS

#### 3.1 Safeguarding Concerns

A safeguarding concern could be anything related to the safety or wellbeing of a child or adult, and includes disclosures and allegations of abuse, neglect, or harm, as well as low-level concerns.

A **disclosure** can take different forms:

- Direct disclosure: a specific statement made by a child or adult about the abuse happening to them.
- Indirect disclosure: ambiguous statements implying that something is wrong; and/or
- Behavioural disclosure: deliberate or inadvertent behaviour indicating that something is wrong.

An **allegation** may relate to a current or historical incident and is defined as any person working or volunteering on behalf of Lancashire Cricket Club that has:

- Behaved in a way that has harmed a child, may have harmed a child, or might lead to a child being harmed.
- Possibly committed or is planning to commit a criminal offence against a child or related to, a child.
- Behaved in a way that has harmed, or may have harmed, an adult at risk; and/or
- Behaved in a way towards a child, children or adult at risk that indicates they are or would be unsuitable to work with these groups.

A **low-level concern** is any concern regarding an adult acting in a way that:

- i) is inconsistent with the Code of Conduct, including inappropriate conduct outside of work, and
- ii) does not meet the threshold of harm or is not considered serious enough for a referral to the local authority.

A low-level concern is often referred to as poor practice; poor practice can become abusive practice if it goes unchallenged. They are part of a spectrum of behaviour which includes:

- inadvertent or thoughtless behaviour.
- behaviour that might be considered inappropriate depending on the circumstances; and/or
- behaviour which is intended to enable abuse.



Everyone has a responsibility to report all types of safeguarding concern. It is not for the reporter to determine what needs to be reported or how a concern ought to be managed, this is the role of the Cricket Regulator and Lancashire Cricket Clubs Safeguarding Team.

### 3.2 Responding to Safeguarding Concerns

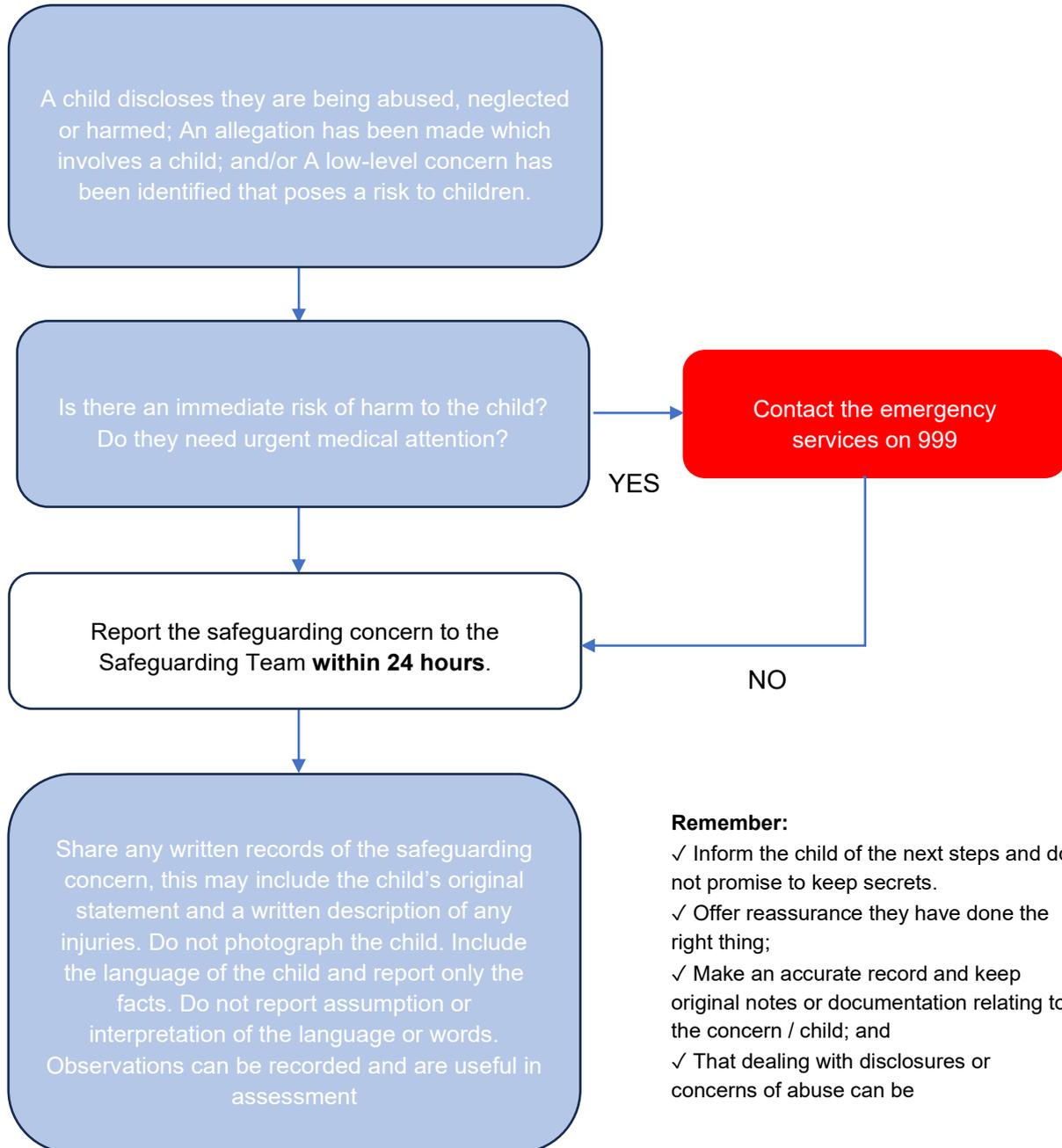
When responding to a safeguarding concern it is vital that an accurate reflection is recounted, recorded, and passed to the Safeguarding Team. To enable this, the below steps should be followed:

- If there is a significant risk of harm<sup>1</sup> contact the Police immediately.
- Respect confidentiality.
- Use the specific words of the child or adult raising the safeguarding concern.
- Record in writing what has been said with as much information/detail as possible including the date, time, concerns raised, names of potential witnesses, your details and signature.
- Stay calm and try not to react strongly, such as being obviously shocked or angry.
- Listen carefully to what the child or adult is saying.
- Explain early in the conversation that the information given may need to be passed to selected others on a need-to-know basis.
- Do not promise to keep secrets.
- Avoid asking leading questions or asking why something happened.
- To establish clarification, you can use TED style questioning; asking open questions such as **Tell, Explain, and Describe**.
- Do not discount the information being given or attempt to justify or minimise.
- Do not make assumptions, fill gaps in the story, or form your own opinion.
- Reassure the child or adult that they have done the right thing by disclosing and it is being taken seriously.
- Explain the next steps including who the information will be passed to.
- Do not confront any alleged perpetrator or share information about the concern or allegation with them.
- Share your safeguarding concern with the Safeguarding Team within 24 hours – this can be done via phone call, email or using our online report form (refer to 7. Key Reporting Contacts).

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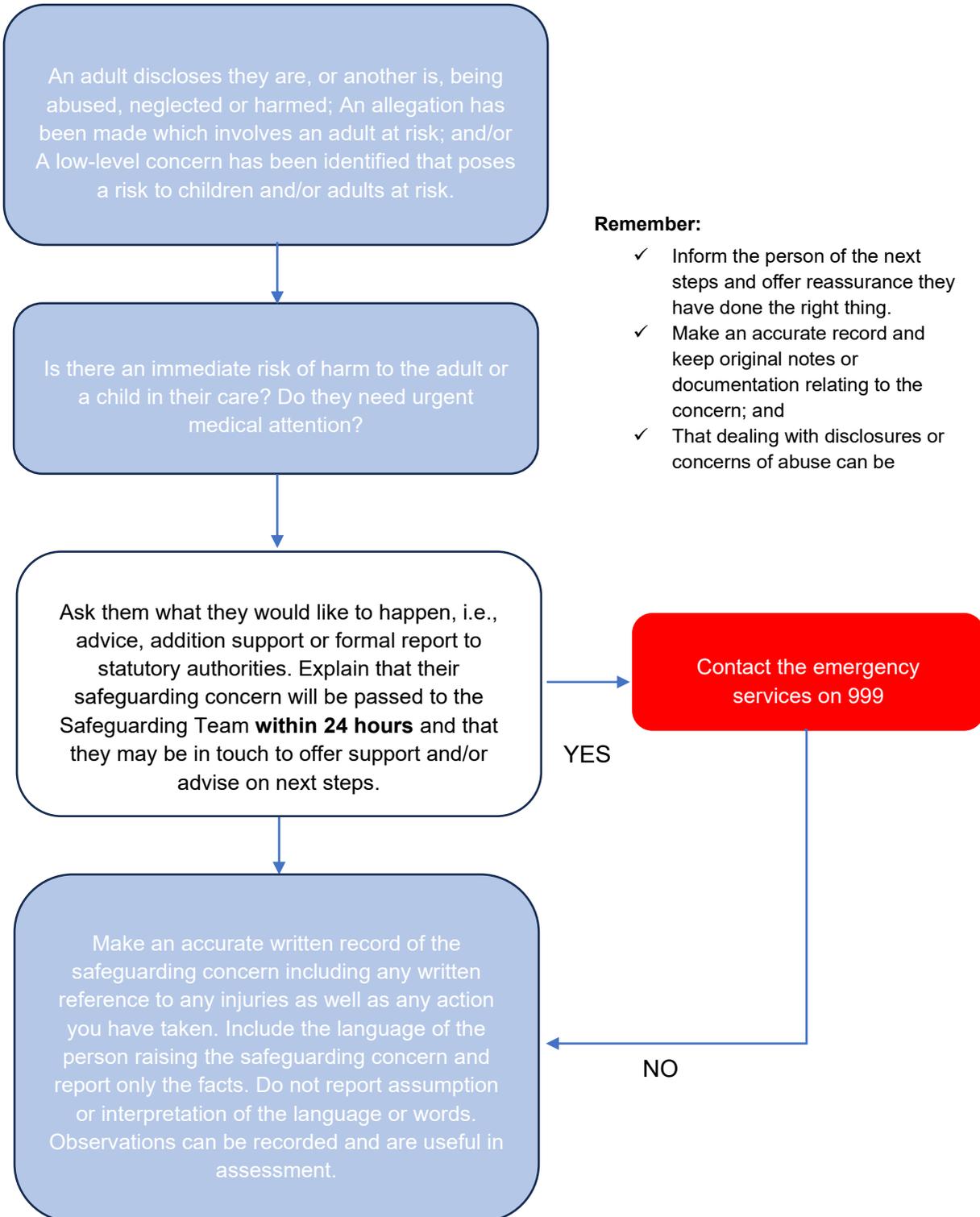
<sup>1</sup> Risk of significant harm refers to a situation that is serious enough to warrant immediate intervention from children's social care and/or the Police; it includes the potential for severe physical, emotional or sexual harm to another.

### 3.3 Managing Safeguarding Concerns about a Child



Where a safeguarding concern about a child is identified, the Safeguarding Team may refer these to statutory agencies, local authorities, partner organisations, or the Cricket Regulator/ ECB. All efforts will be taken to maintain appropriate confidentiality and information will only be shared on a need-to-know basis.

### 3.4 Managing Safeguarding Concerns about an Adult



**Remember:**

- ✓ Inform the person of the next steps and offer reassurance they have done the right thing.
- ✓ Make an accurate record and keep original notes or documentation relating to the concern; and
- ✓ That dealing with disclosures or concerns of abuse can be

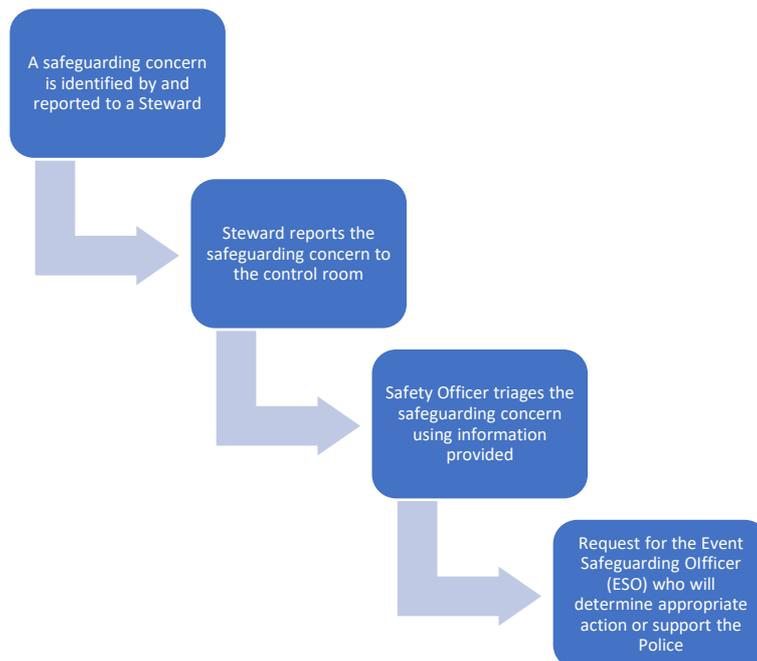


Where there are concerns for the safety of individuals, confidentiality cannot be assured. In any case of reported harm or concern, seek consent from the individual before sharing information where necessary, and only disclose information on a need-to-know basis.

**Please note: confidentiality does not prevent a referral to the Safeguarding Team.**

#### 4. EVENT AND MATCHDAY REPORTING

On event and matchdays, safeguarding concerns must be reported to the Control Room for the attention of the Safety Officer. The concern is triaged based on the information provided and immediacy of the situation. The Event Safeguarding Officer (ESO) may be requested to attend and support the Stewarding Team or asked to support the Police on site. All information relating to a safeguarding report is formally recorded in the event or matchday log, with any follow up case management managed by the Safeguarding Team and stored within Lancashire Cricket Club safeguarding case management system.



#### 5. SELF-REPORTING

Where a member (includes both paid and volunteers) of Lancashire Cricket Club recognises that their conduct has fallen short of the expected standards, whether it causes direct harm to another or could be construed as abuse, harm, neglect or poor practice, it is strongly recommended that they self-report the situation to the Safeguarding Team. This allows the Safeguarding Team to:

- support those affected.



- support the self-reporter with training and education.
- signpost to additional mental health and wellbeing support, where required.
- assess any further risks posed and identify appropriate mitigation; and
- take appropriate action should a referral be required.

Self-reporting does not absolve an individual of any wrongdoing but supports our commitment to developing a safe environment. Where there is a breach of the Code of Conduct, a report will be shared with Head of People.

## 6. EXTERNAL REFERRALS

The Safeguarding Team at times will be required to complete external referrals for specific safeguarding concerns that have been shared with them.

Referral Required	Referral To
If the safeguarding concern indicates that a criminal offence has/may have been committed	Police
If the safeguarding concern meets the Cricket Regulator Safeguarding Team Investigation Threshold	Cricket Regulator
If the safeguarding concern involves a Lancashire Cricket Club employee, contractor or volunteer	Local Authority Designated Officer (LADO)
If the safeguarding concern involves an individual who falls under social care services	Children Social Care Services / Adult Social Care Services
If the safeguarding concern meets the DBS Referral Threshold	Disclosure and Barring Service (DBS)
If the safeguarding concern is relating to an employee of a third-party contractor	Partner Organisation / Third-Party Contractor

## 7. KEY REPORTING CONTACTS

Lancashire Cricket Clubs Safeguarding Team	Safeguarding@lancashirecricket.co.uk		
Clue Report Form	<a href="#">Click Here.</a>		
Safeguarding Manager	Sarah Denham	sdenham@lancashirecricket.co.uk	07718319518