

UK HUB SAFEGUARDING HANDBOOK

2026





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Any concerns regarding MCCF policies or this document should be raised to the MCCF's Safeguarding Leads.

Employees, delivery contractors (Hub Managers, Coaches, Mentors) and volunteers must report concerns about adult behaviour towards children to the Safeguarding Leads.



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Alternatively, you can [click the link here](#) to complete the MCCF's Safeguarding Report Form.

This handbook is for the 2026 delivery year and will be reviewed and updated for 2027.

SAFEGUARDING POLICY STATEMENT

Safeguarding is the action taken to promote the welfare of children and adults and protect them from harm. The MCC Foundation has adopted the ECB's Safe Hands Policy and kit bag of safeguarding resources and is firmly committed to creating a safe and inclusive environment for participants in our UK programmes to enjoy the game.

We will do this by:

- Recognising that all Children and Adults at risk participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring that individuals working involved with cricket within MCC Foundation programmes provide a safe, positive and fun cricketing experience for all.
- Adopting and implementing the England & Wales Cricket Board (ECB) "Safe Hands - Cricket's Policy for Safeguarding Children" and any future versions of the policy.
- Appointing a Safeguarding Lead and Deputy Safeguarding Lead, both overseen by a Board Lead, and ensuring they attend all current and future training modules required by the ECB and Cricket Regulator so that they have the necessary skills to be able to undertake their role effectively.
- Ensuring that all people who work in cricket at the MCC Foundation (such as staff, coaches, managers, volunteers, officials and Board members) understand that the Safe Hands Policy applies to them according to their level of contact with children in cricket. This will be done through their induction into the organisation.
- Ensuring that all individuals working within cricket within the MCC Foundation are recruited and appointed in accordance with ECB Safer Recruitment guidelines.
- Ensuring all individuals within cricket at the MCC Foundation are provided with support, through education and training, so they are aware of, and can adhere to, good practice and code of conduct guidelines defined by both the ECB and MCC Foundation's own standards.

SAFEGUARDING POLICY STATEMENT



- Ensuring the name and contact details of the Safeguarding Leads are available to all UK programme participants and all staff (full time and contracted).
- Ensuring that correct and comprehensive reporting procedures exist for raising and managing Safeguarding and Child Protection concerns. Such procedures recognise the responsibility of the statutory agencies and in accordance with pre-defined Safeguarding and Child Protection procedures as defined by the ECB, Statutory Agencies and Local Safeguarding Children Board guidelines and policies.
- Providing everyone connected with cricket through the MCC Foundation (including parents, children and volunteers) with the opportunity to voice any concerns which they have (about possible/suspected risk of harm, and/or about poor practice) to the MCCF Safeguarding Lead.
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information relating to child welfare matters is restricted to the Safeguarding Leads as well as the appropriate external authorities as specified within ECB Safeguarding and Child Protection procedures.

SAFEGUARDING REPORTING PROCEDURES

HERE IS THE REPORTING PROCESS:
[AFTER AN OBSERVATION OR THE RECEIPT OF AN ALLEGATION]

Employee, Trustee, cricket coach or volunteer raises a concern about abuse or neglect of a child or vulnerable adult in the workplace and send a report to County Safeguarding Officer and/or MCCF Safeguarding Lead

Safeguarding Lead ensures that all required steps have been taken to keep the child or vulnerable adult safe

Safeguarding Lead escalates the concern to the Foundation Safeguarding Trustee

Safeguarding Lead and Trustee investigate and gather all of the evidence of the concern together

YES

NO

Safeguarding Lead and Trustee, in consultation with relevant partners, work to determine whether harm is likely to occur to the child or vulnerable adult

Safeguarding Lead records a note as to why the matter was not referred

Safeguarding Lead to conduct a review of the matter and implement any changes to procedure as necessary

COACHES CODE OF CONDUCT

All coaches on the MCCF Hub programme must be an ECB Core Coach/Level 2 (or equivalent) coach, with current ECB Level 2 Safeguarding, ECB Prevent and First Aid training certificates. The MCCF recommends that coaches are part of the ECB Coaches Association (therefore covered by the ECB CA insurance) or equivalent.



Beyond the rights, relationships and responsibilities set out in the [ECB Coaches Code of Conduct](#), the MCC Foundation sets out the following code of conduct for all coaches on the UK Hub programme.

- To represent and promote the interests of the MCC Foundation. Particularly, to open up access to the talent pathways so that every young cricketer has the opportunity to reach their full potential in the game, regardless of race, gender or economic circumstance.
- To support the development of individuals in a culturally/economically sensitive manner, and in a way that is conducive to positive mental wellbeing.
- To complete the MCCF Accident Report Form in the event of any incident and send to your Regional Programme Manager.
- To report any safeguarding concerns immediately via email to the MCCF Safeguarding Lead.
- To act as a role model and to support Hub participants with cricket+ elements of the Hub programme, including fielding S&C, nutrition and mental health concerns.
- To ensure all sessions adhere to the ECB coaching ratios (1 qualified coach per 8 players)
- To ensure all Hub participants meet the eligibility criteria (detailed in the Hub Manager's information pack) prior to the start of the Hub programme.
- To liaise with the MCCF executive to support young cricketers by removing barriers to the programme (for example economic barriers in terms of lack of cricket kit).

Any coaches found in breach of the ECB or MCCF codes of conduct will be subject to removal from the Hub programme.

DATA PROTECTION GUIDANCE

The UK data protection regime is set out in the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). For further information about the data protection regime, please visit these websites:

[Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](#)

[Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](#)

KEY TERMS

Personal data	information that relates to an identified or identifiable individual
Processing	collecting, recording, storing, using, analysing, disclosing or deleting data
Controller	The person that decides how and why to collect and use the data (MCCF)
Processor	A separate person who processes data on behalf of the controller and in accordance with their instructions (Hub Manager/Coach)

PROCESSING PARTICIPANTS' DATA

Hub participant data is collected via the registration, monitoring and evaluating platform Upshot. The only parties with access to the responses of the registration form and the Hub Upshot portal are the MCCF team, and the relevant Hub Manager/coaches (these parties have 'collaborator rights'). Access to the form should not be shared beyond these parties.

The data on this form will be amalgamated into a register for the successful participants. The data on this register should include medical information and emergency contacts for your reference, and should not be distributed other than to named coaches on the Hub programme (that have completed the coaches registration process).

All data should be processed in accordance with the MCC Foundation's privacy policy, available here: [MCCF Privacy Policy](#).



DATA PROTECTION GUIDANCE



GOOD DATA PROTECTION PRINCIPLES FOR THE MCCF HUB PROGRAMME

Here are some good data management and protection principles that you should follow:

- Access and store participant data on a password protected laptop or mobile device
- When contacting a group of parents using email, ensure that you 'BCC' (blind copy) all email addresses
- If you would like to create a WhatsApp group to streamline communications with parents, ensure that you receive consent from every parent before adding their number to the group
- Do not share access to the Upshot platform, or any register with personal details (address, medical conditions etc) of Hub players, with any parents or third parties
- Do not use data collected for any purpose other than MCCF/Hub purposes
- **Delete all participant data 12 months after the final winter training session or match of the Hub programme**

HUB PARTICIPANT DATA RIGHTS

Under the Data Protection Act 2018, participants/ their parent or guardian have the right to find out what information is stored about them, how it is being used, and has the right for data to be erased.

If you receive a request for information, only share the details you have on that individual. In the event that there is a request for data to be erased, please pass this on to the MCCF Executive so that this can be done on central systems as well.

FIRST AID GUIDANCE



First aid is the immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive.

To reduce the likelihood of first aid being required, Hub Managers should complete a thorough risk assessment of the Hub venue.

TRAINING

All coaches on the MCC Foundation Hub programme are required to have completed sports first aid training within the last three years. Certificates of completion from this training must be sent to the MCCF team prior to the start of the Hub programme.

FIRST AID KITS

All Hub Managers/lead coaches should carry a first aid kit at every MCCF Hub training session and match. All coaches should know where the first aid kit is kept. All Hub Managers and coaches should know where the nearest defibrillator to their Hub venue (for training or matches) is located.

REPORTING ACCIDENTS

Where first aid has been provided, the coach that administered this should complete the MCCF Accident Report Form (template included in the Hub Manager's Information Pack distributed prior to the start of the Hub programme) and send this to your Regional Programme Manager within 24 hours of the incident. A copy of the MCCF Accident Report Form should also be sent to the parent/guardian.

The Accident Report Form should include as many details as possible about the child, the nature of the injury, the first aid given, any further care required (ie a trip to the hospital), and details of adult witnesses.

All incidents that require first aid (including ice packs and plasters) should be reported to the MCCF.

FIRST AID GUIDANCE

Scan the following QR codes for information on treating incidents in cricket that may occur and will require first aid (this is not an exhaustive list of potential incidents).



STRAIN/SPRAIN

Pain, swelling or bruising around a joint or muscle after a sudden movement may be a strain or sprain.



HEAT EXHAUSTION

Someone with heat exhaustion might have been in the sun or heat for a long time. They might look ashen, have a headache or dizziness, and feel sick.



DISLOCATION

Dislocation joints happen when bones are pulled out of their normal position.



FRACTURE (BROKEN BONE)

Someone may have a broken bone if they are in a lot of pain or if they are lying in an unnatural position, following a fall or blow from an object.



UNRESPONSIVE

If someone is not moving and does not respond when you call them or gently shake their shoulders, they are unresponsive.

HELMET POLICY

The MCC Foundation adheres to the ECB Safety Guidance on the Wearing of Cricket Helmets by Young Players.

Helmets with a faceguard or grill must be worn by all players up to the age of 18 when batting against a hard cricket ball in matches and in practice sessions.

Young wicket keepers must wear a helmet with a faceguard, or a wicketkeeper face protector, when standing up to the stumps in matches and in practice sessions.

Parental or guardian written consent allowing a young player not to wear a helmet in the above circumstances will not be accepted.



PHOTOGRAPHY, FILMING AND SOCIAL MEDIA POLICY

The MCC Foundation promotes the appropriate use of photography and filming of children participating in cricket, however, it is important to be aware of the potential child protection and safeguarding issues that arise when people take photos or film children in relation to sporting activities. The potential for misuse of images can be reduced if we are all aware of the potential risks and dangers and put appropriate measures in place to reduce these risks.

POTENTIAL RISKS

- Children may be identifiable when a photograph or video is shared with personal information
- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information that may identify and locate the child
- Inappropriate photographs or videos of children
- Inappropriate use, adaption or copying of images

GUIDING PRINCIPLES FROM THE ECB

The following guiding principles from the ECB Photography, Filming and Social Media Broadcast guidelines will be implemented by the MCC Foundation and all contracted parties.

1. Photographs/images/videos are not to be taken at training or matches without the prior permission of the parent/guardian of the child. This permission will be collected in the player registration form.
2. If no consent has been given for a child on the player registration form, then it is to be made known to the relevant coaches, media personnel, and coaches from opposition teams so that the appropriate person(s) taking photos for the other team can avoid taking photos of that particular child.
3. The children will be informed that a person will be taking photographs/videos during the training session or match.
4. The children should be informed that if they have concerns, they can report these to the Hub Manager or lead coach.
5. Concerns regarding inappropriate or intrusive photography/filming should be reported to the MCCF Safeguarding Lead and recorded in the same manner as any other child protection concern.
6. Parental consent will be sought for any events beyond the Hub winter training programme and matches (for example the National Hub Competition final where matches are livestreamed and the Springboard programmes).

PHOTOGRAPHY, FILMING AND SOCIAL MEDIA POLICY



The following guiding principles will be adopted for the publishing of images:

1. If a player is named, their photograph will not be used. In cases where the player and parent/guardian wish for the players name and photograph to be used, direct consent will be required for the publication.
2. If the photograph is used, their name will not be used. In cases where the player and parent/guardian wish for the players name and photograph to be used, direct consent will be required for the publication.
3. Don't use player profiles with pictures and detailed personal information on websites or in other publications. In cases where the player and parent/guardian wishes for the players name and photograph to be used, direct consent will be required for the publication.
4. Don't use an image for something other than that what it was initially intended and agreed.
5. Don't allow images to be recorded in changing rooms, showers or toilets. This includes the use of mobile phones that record images.
6. Focus on the activity rather than the individual.
7. Only use images of children in appropriate kit (training or competition) to reduce the risk of inappropriate use, and to provide positive images of the children.
8. Aim to take pictures which represent the broad range of young people participating safely in cricket, eg boys and girls, diverse ethnic communities, disabled people.
9. Encourage the reporting of inappropriate use of images of children to the MCCF Safeguarding Lead.

PHOTOGRAPHY, FILMING AND SOCIAL MEDIA POLICY

USING VIDEO AS A COACHING AID

The MCCF may use video equipment as a coaching aid as and when appropriate. Players and parents/guardians may view the footage and know that the material taken in connection with coaching will be stored securely and will be deleted/destroyed upon requests or when the material is no longer needed. Only coaches who are ECB Level 2 (or equivalent) or above qualified are permitted to use video analysis when coaching on behalf of the MCCF or when coaching MCCF Hub players.

All players and their parents/guardians will be asked before the start of each Hub programme to either; accept and adhere to the above policy in their registration process or to not accept the policy and to refuse any use of photography in their cricket while part of the MCCF Hub programme.

STORAGE OF IMAGES/VIDEOS

If players and their parent/guardian would like a copy of the material used as a coaching aid, they must request this before the end of the indoor training programme. All images or videos that are taken as part of a coaching aid will be deleted by coaches immediately at the end of the MCCF Hub programme (following the summer match play).

Any images or videos taken for marketing purposes may be stored centrally by the MCCF Executive team but will be deleted by Hub Managers/coaches at the end of the MCCF Hub programme.

USE OF IMAGES/VIDEOS FOR MARKETING

All parents/guardians will confirm whether their child has photography/videography consent during the Hub registration process. This consent will be confirmed for major events where a heightened media presence may be in place, for example, for live streaming of the National Hub Competition Finals. Only children that have given photography/videography consent will have images and videos taken of them.

Images and videos collected may be used online or in printed materials for the purposes of marketing, fundraising and impact reporting. Children will not be identified (their names will not be used) in photographs or videos used for these purposes without written consent from a parent/guardian.





CHANGING ROOMS POLICY

GUIDING PRINCIPLES FROM THE ECB

The following guiding principles from the ECB Guidelines on Changing Rooms and Showering Facilities will be implemented by the MCC Foundation and all contracted parties.

- Adults must not change, or shower, at the same time using the same facility as children - if the same changing room is used then they must have different times
- Mixed gender teams must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in the changing rooms.

If children are uncomfortable changing or showering at facilities utilised by the MCCF, no pressure should be placed on them to do so. The Hub Manager/coach will suggest that instead they may change/shower at home.

BEST PRACTICE PRINCIPLES

The following best practice principles will be followed by MCCF Hub Managers and coaches:

- Coaches should not enter changing rooms, except in the event of injury or illness of a player
- Team talks will not take place in the changing room - they will take place in the training facility or outside
- Any player that requires help putting batting/keeping equipment on should seek help outside of the changing room - this includes the use of cladding for pads

TRANSPORT TO TRAINING/ MATCHES POLICY

GUIDING PRINCIPLES FROM THE ECB

The following guiding principles from the ECB Guidelines on Transport To and From Matches and Training and will be implemented by all MCC Foundation Hub Managers, coaches and contracted parties.

- Hub Managers must receive permission from parents/guardians for children to participate in all competitions and away fixtures/events.
- Hub Managers and coaches will be responsible for children in their care when at the Hub indoor training/indoor event venues or at match venues.
- Parents/guardians are responsible for the safe delivery and collection of their child for training or matches
- It is not the responsibility of the Hub Manager or coaches to transport, or arrange transport, the children to and from training and matches.

BEST PRACTICE PRINCIPLES

The following best practice principles will be followed by MCCF Hub Managers and coaches:

- Hub Managers and coaches should not give lifts to Hub players to training or matches*
- Where Hub players/their families face financial barriers travelling to the Hub programme or matches, Hub Managers will liaise with the MCCF Executive team to offer support

*Exceptions to this can be made for group travel to matches (for example via coach or minibus), with written consent from all parents/guardians and the MCCF Safeguarding Lead in advance.

SAFER RECRUITMENT POLICY

The MCC Foundation is firmly committed to creating a safe and inclusive environment for children to enjoy the game. It is essential that Safer Recruitment practices are followed to ensure all delivery staff, volunteers, employees and trustees are suitable for their role.

The MCCF Safer Recruitment Policy aims to ensure that the recruitment and selection processes used in cricket:



- Incorporates relevant vetting and checking procedures including a robust induction
- Provides ongoing training and development
- This policy outlines the steps the MCCF will take to ensure those contracted, employed or who volunteer are safe to work with children and young people and its main purpose is to:
 - i. Deter unsuitable people from applying and working within the game
 - ii. Attract the best possible candidates to work/volunteer for the MCC Foundation to create a maintain a safe workforce

SAFER RECRUITMENT POLICY

MCCF HUB MANAGERS AND COACHES

The MCC Foundation will take the following measures recommended by the ECB as part of Safer Recruitment practice for delivery staff of the UK Hub programme.

To recruit new Hub Managers and coaches, the MCCF will:

- Clearly identify the role and the skills and knowledge required to successfully execute the role
- Interview candidates
- Collect references from a suitable organisation (such as an employer, the County Cricket Board or other community organisation/sports club)
- See certificates and evidence of required qualifications for the role*
- Discuss with the individual any gaps in their skills and knowledge and what training may be appropriate to address these
- Support the individual on an ongoing basis, including 1:1 check-ins, observations, recognising achievements and training needs

*All Hub Managers and coaches on the programme will be required to hold ECB approved DBS checks and valid first aid and ECB safeguarding certificates (completion of training within the last three years).

Support will be provided by the MCCF Executive team. Where MCCF delivery is subcontracted to a County Cricket Organisation and a Service Level Agreement is in place, the County Cricket Organisation will follow the MCCF Safer Recruitment Policy when recruiting delivery staff for Hub and other MCCF programmes.

VOLUNTEERS

Volunteers involved in the delivery of the UK Hub programme will be supervised by MCCF coaches that meet the above requirements.

Volunteers must obtain their own ECB DBS check prior to the fourth session that they support with. Volunteers that have been involved for three sessions cannot attend another session without a valid ECB DBS.

REMAINING VIGILANT

Induction and training requirements: All staff and volunteers who are new to the MCC Foundation will receive a Safeguarding Induction and be informed of their Safeguarding training requirements in line with the training matrix.

MISSING CHILD POLICY

The MCC Foundation is firmly committed to creating a safe and inclusive environment for children to enjoy the game.

The following policy details the procedure, as recommended by the ECB, to follow in the event that a child goes missing from a Hub training session, match or event.

This policy should be applied by all those involved in service delivery of the MCC Foundation programmes on behalf of the MCC Foundation and including those employed directly by the organisation.

ECB MISSING CHILD PROCEDURE

If a child goes missing:

1. As soon as it is noticed that a child is missing, the Hub Manager or lead coach will be informed.
2. The Hub Manager or lead coach will ensure all other children are accounted for and looked after appropriately while a search is organised for the child concerned.
3. All available adults will be organised to search by area. Searchers will be sent immediately to any exits to ensure the child has not left and to any obvious danger spots such as nearby lakes or rivers.
4. The remaining children may be sensitive to what is going on around them so remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
5. The area in which the child has gone missing will be searched, including changing rooms, toilets, public and private areas, and the Hub or event grounds.
6. An adult will be nominated for all those searching to report back to at a specified point. The nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen.
7. The child's parents/guardians will be informed, if they are present at the event, or an appropriate person will be nominated to telephone them and advise of the concern. The child may contact the parents directly so this action is very important.
8. A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete.
9. If the police recommend further action before they get involved, follow their guidance.
10. If the police act upon the concern, the Hub Manager and/or coaches will always be guided by them in any further actions to take.

MISSING CHILD POLICY



11. At any stage when the child is located, all adults involved will be informed, including the parents, searchers and the police if, by then, they are involved.
12. All missing child incidents must be notified at the very earliest convenience to the MCCF Safeguarding Lead.

Following the event, the MCCF Safeguarding Lead will follow up with the Hub Manager and/or lead coach for a full briefing on the event. A review will be undertaken of how this occurrence happened and any mitigation measures put in place to prevent another incident.

MITIGATION MEASURES

The following steps will be taken at Hub training, matches and events to mitigate the risk/likelihood of the occurrence of a missing child:

- Ensure ECB supervision ratios are met at all times
- Undertake a risk assessment of the venue for activities
- Registers to be taken at the start of every Hub training session, match or event so that the Hub Manager and/or lead coach knows which children are present
- Supervision of children at all times
- Clear drop off/collection procedures should be communicated with parents/guardians so that children are supervised by an appropriate adult at all times
- Staff undertake regular roll calls and head counts



FOUNDATION

www.lords.org/mccfoundation

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Registered charity in England & Wales: 1019171 | Registered charity in Scotland: SC050127