

Lone Working Policy

Introduction

This is a “live” document, which will be regularly reviewed and updated as and when necessary.

Definitions - In this Policy the following terms/expressions shall mean:

- Worcestershire Cricket – means Worcestershire County Cricket Club and Worcestershire Cricket Foundation
- ECB – means England and Wales Cricket Board
- Child or young person – refers to persons under the age of 18
- Safe Hands - means the ECB’s cricket policies and procedures for safeguarding children within cricket.
- Lone Working – is the act of working by oneself without direct supervision or immediate access to other colleagues.
- Coach - any individual responsible for training, mentoring, or supervising players in cricket.

Purpose

The purpose of this policy is twofold:

- 1) to ensure the safety and well-being of cricket coaches who may find that they are working alone.
- 2) To ensure the safety of any child or young person participating in an activity.

This policy outlines the procedures and measures to be taken to minimize risks associated with lone working.

Scope

This policy applies to all cricket coaches working within Worcestershire Cricket, whether on a full-time, part-time, or volunteer basis, who may find themselves working alone at any time during their duties.

Policy Statement

Worcestershire Cricket is committed to offering the highest level of coaching and support. This policy is designed to ensure that this commitment is upheld, and all coaching staff are supported at all training, events and matches.

Worcestershire Cricket will organise for a minimum of 2 coaches to attend all training sessions, events and matches. In the event of this not being possible, there is the following guidance:

A coach is unable to attend the session (known before the session):

- Coach who is unable to attend:

- WCCC notifies the Senior Academy Coach and the second coach as soon as possible.
- WCF notifies the Community Development Manager and the second coach as soon as possible.
- The second booked coach to be made aware of the situation, if not already aware.
- Every effort to be made to find a second coach, who meets 'Minimum Quality Standards'
- If no second coach can be found, then Worcestershire Cricket will be responsible for contacting the parent/guardian of the players involved in the training/match and asking them to act as a 'Minimum Quality Standard*' Responsible Adult for the session/match.
- Worcestershire Cricket will then confirm in writing (via an email) to the parent/guardian, with the County Safeguarding Officer copied in, confirming their role and details of the session/match.

A coach fails to attend or has to leave a session early:

- WCCC Performance Officer
- Coach who is unable to attend:
 - WCCC notifies the Senior Academy Coach immediately (leaving a message does not count, acknowledgment must be gained).
 - WCF notifies the Community Development Manager immediately (leaving a message does not count, acknowledgment must be gained).
- If possible, a Minimum Quality Standard coach* should be sought from the 'Coaches List' to attend and cover the session, however it is accepted that this might not be possible in most cases.
- A Responsible Adult (meeting Minimum Quality Standards*) must then be found from those present at the training session or match. This Responsible Adult could be a parent/guardian, spectator or official who is present.
- The remaining coach at the session/match will then inform the Senior Academy Coach or the Community Development Manager via phone of the Responsible Adult appointed.
- A report will be submitted via email to the Senior Academy Coach or the Community Development Manager and the County Safeguarding Officer outlining the details of the day and plans put in place.

Any other circumstances:

- Coaches must report any incidents, accidents, or near-misses to the County Safeguarding Officer immediately.
- A written report must be completed and submitted within 24 hours of the incident.
- Investigations will be conducted to determine the cause and prevent recurrence.

*NOTE: Minimum Quality Standards for Coaches are Level 2 or higher coaching qualification, valid First Aid, Safeguarding and DBS certificate. For Responsible Adults these are First Aid and/or Safeguarding training and a valid DBS certificate.

Implementation

- Coaches must have access to a reliable means of communication (e.g., mobile phone).
- Provide an emergency contact list to coaches.
- All lone working situations must be pre-approved by a supervisor.
- Ensure that coaches are aware of and understand this policy.
- Establish clear emergency procedures for coaches working alone.
- Ensure that coaches are aware of the nearest medical facilities and emergency contacts.
- Provide first aid training and resources if necessary.

Monitoring and Review

The policy will be reviewed every 2 years from the date of creation, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by UK Sport and/or the ECB
- Periodic audits and/or feedback from coaches
- As a result of any other significant change or event

Written in line with the ECB Safe Hands Policy.

<https://www.ecb.co.uk/about/policies/safeguarding/policies-and-procedures>

Version	Date approved	Date revision due	Responsible	Signed
1	June 2024	June 2026	Safeguarding Officer	