

## Guidance on the Recording of information by Club and County Welfare Officers

The ECB is committed to providing a safe, welcoming and friendly environment for children, parents and all who take part in cricket.

Where concerns arise, we are committed to making transparent decisions that place children's safety and well-being at the centre of our thinking.

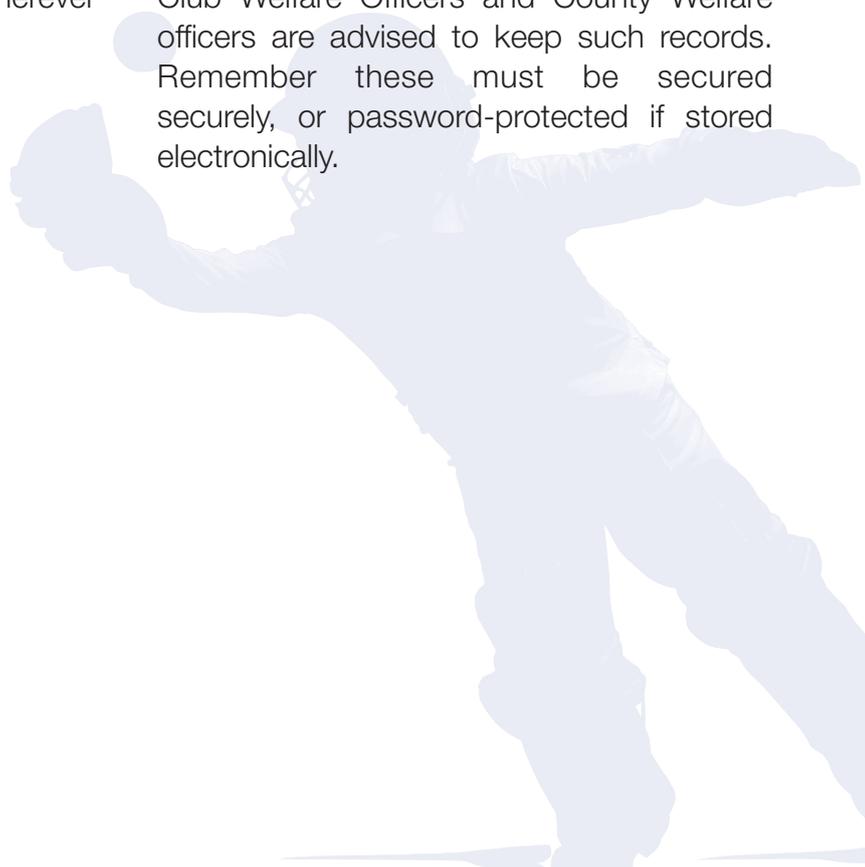
This process is greatly enhanced by accurate record-keeping. Recording is one of the '3 Rs' of safeguarding – respond - record – report.

Our record keeping must also meet the requirements of data-protection legislation – that is, it needs to be accurate, relevant, adequate and 'not excessive' in relation to the purpose or purposes for which it is kept. 'Safe Hands' provides guidance and a form for recording and reporting incidents and concerns. This should be used wherever possible.

In order to support transparent and defensible decision-making, we also recommend that individuals make records of decisions and actions taken which require some thought and possibly some action – for example, a Club Welfare Officer may talk to a member about some piece of behaviour, or a County Welfare Officer may provide advice about some concern a club has. Making contemporaneous notes that capture the situation, the decision-making and any actions taken will prove vital if the decision is later challenged, or if there are further concerns or incidents of a similar nature. It is not necessary to seek or record excessive detail.

It is reasonable to record opinion if this is identified as such, and it may be essential to do so to explain the thinking behind decision-making.

Club Welfare Officers and County Welfare officers are advised to keep such records. Remember these must be secured securely, or password-protected if stored electronically.



## **Definition of Recording**

Recording is one of the '3 Rs' of safeguarding as detailed in 'Safe Hands', cricket's Policy and Procedure for safeguarding : Respond – Record - Report

### **What do we mean by recording?**

We mean a written record that includes:

- a brief summary of the incident /concern/situation/discussion
- the time and date of the incident /concern/situation/discussion
- who is involved
- 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)
- what action – if any – you take
- why these actions are the best course of action at this point in time
- date of the record and the name of who made it.

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.