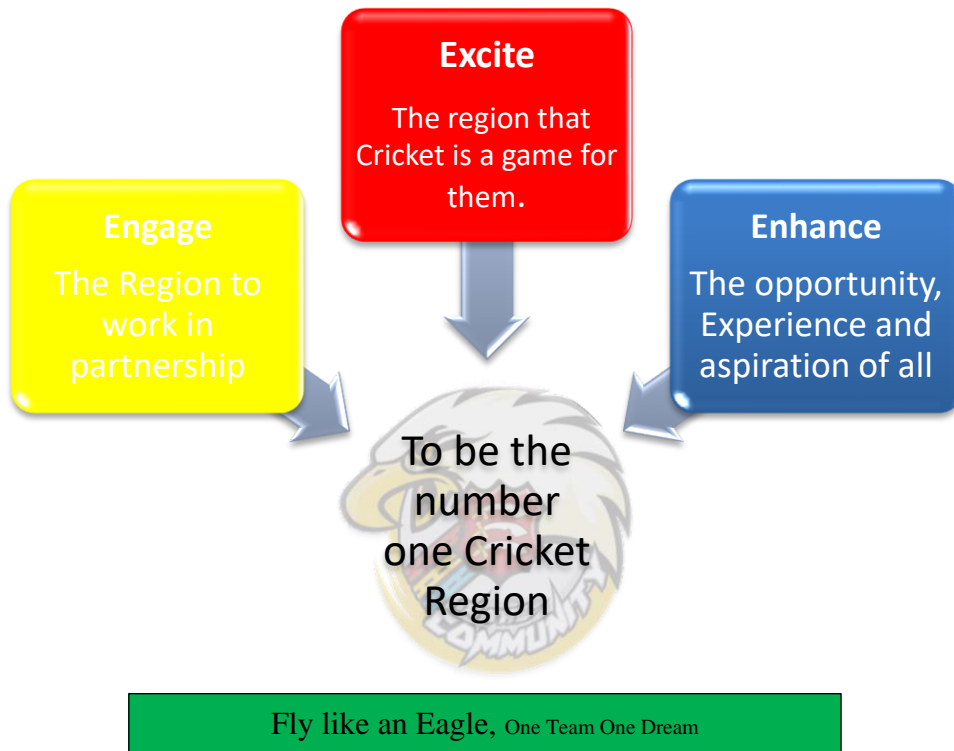


# Essex Cricket



## STAFF CODE OF CONDUCT

Essex Cricket, Mission and Values...



## AIMS, SCOPE AND PRINCIPLES

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure Essex Cricket is an environment where everyone is safe, happy, and treated with respect.

Essex Cricket staff have an influential position in developing the sport and upholding the traditions of the club and will act as role models for Players, Staff, Members, Partners, and Spectators, by consistently demonstrating high standards of behaviour.

We expect all staff, players, volunteers, and directors to also act with personal and professional integrity, respecting the safety, opportunity, and wellbeing of others.

Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Outlined in the staff handbook.

Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this Code, staff will use their professional judgement and act in the best interests of Essex Cricket and its key stakeholders.

## LEGISLATION AND GUIDANCE

In line with the statutory safeguarding, EDI, Green Guide and Hospitality guidance, our staff code of conduct covers all areas within the legal guidance as outlined in these documents. The Code of conduct also covers the acceptable use of technologies, staff relationships and communications including social media.

## GENERAL OBLIGATIONS

Staff, Players, Volunteers and Directors are expected to set an example to all. They Will

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language or images within business time or locations,
- Treat everyone with dignity and respect,
- Show tolerance and respect for the rights of others,
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, or any of the 9 protected characteristics.
- Express personal beliefs in a way that will not overly influence others, and will not exploit others vulnerability of might lead them to break the law,
- Understand the statutory frameworks within which they must act,

## SAFEGUARDING

Staff, Players, Volunteers and Directors have a duty to safeguard Children and Adults at Risk from Harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, or neglect.

Staff, Players, Volunteers and Directors will familiarise themselves with Essex Cricket / ECB Safe hands policy, <https://www.essexcricket.org.uk/community/safeguarding/>

Staff, Players, Volunteers and Directors will make sure they keep all safeguarding training up to date and make sure they have regular awareness of the CSO. New Staff will have an induction including conversation with the CSO. Any concerns or reports around safeguarding should be communicated via [safeguarding@essexcricket.org.uk](mailto:safeguarding@essexcricket.org.uk)

## Equity Diversity and Inclusion

Staff, players, Volunteers and Directors have a duty to support everyone in being able to access all opportunities.

Staff, Players, Volunteers and Directors have a duty to keep up to date with all EDI training and to make themselves aware for the Essex Cricket Action Plan <https://www.essexcricket.org.uk/equity-diversity-inclusion/>

Staff are made aware off the Essex Cricket, Culture and Values forum that is available for staff to raise observations, ideals and concerns. [CVF@essexcricket.org.uk](mailto:CVF@essexcricket.org.uk)

## STAFF / CHILDREN RELATIONSHIPS

Staff will observe proper boundaries with Children that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If Staff members and children must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access.
- Others can see into the room.
- A colleague knows this is taking place

Staff should avoid contact with pathway players outside of school hours, if possible,

Personal contact details should not be exchanged between staff and children. This includes social media profiles.

While we are aware parents and children may like to give staff gifts, gifts from staff to children are not acceptable.

Staff, Players, Directors are asked that if any inter company relationships develop into a formal relationship that these are made aware to HR, they are also expected to raise if there is a conflict of interest that arises from any possible relationship within in of Essex Cricket day to day business decisions.

## COMMUNICATION AND SOCIAL MEDIA

Staff, Players, Directors are asked to make sure that any request for interviews or communication about any business related to the club is passed through the Marketing and Communication team and or CEO.

Staff, Players, Directors are asked that any use of Social Media in a discriminate or harmful way will potentially lead to disciplinary action.

Staff, Players, Directors are asked to make sure they are aware of Essex Cricket Photography and Video policy

## ACCEPTABLE USE OF TECHNOLOGY

Staff, Players, and Directors will not use technology to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, message, What's app, gambling and viewing pornography or other inappropriate content.

Staff, Players, and Directors will not use personal phone to take pictures of under 18

We have the right to monitor emails and internet use on the Business system.

## ANTI CORRUPTION

Staff, Players and Directors are all expected to follow and sign up to the ECB Anti-Corruption policy. As well as follow all guidelines set out by the ECB around Player Match Officials Areas on match days.

## CONFIDENTIALITY

In the course of their role, members of SPVD are often privy to sensitive and confidential information about the Business, Staff, Volunteers, stakeholders, Children and parents.

This information will never be:

- Disclosed to anyone without the relevant authority;
- Used to humiliate, embarrass or blackmail others;
- Used for a purpose other than what it was collected and intended for;

This does not overrule staff's duty to report child protection or illegal concerns to the appropriate channel where staff believe a child, or an individual is at risk of harm.

SPVD are all expected to follow the current GDPR regulations too around data protection.

## HONESTY AND INTEGRITY

Staff, Players, Volunteers and Directors should maintain high standards of honesty and integrity in their role. This includes when dealing with Children, Stakeholders, handling money, claiming expenses, and using the business property and facilities.

SPVD will ensure that all information given to the business about their qualification and professional experience is correct.

## DRESS CODE

Staff, Players, Volunteers and Directors will dress in a professional, appropriate manner, use of business branded clothing is recommended for all front of house staff, clothing will be available each year.

Outfits will not be overly revealing, clothes will not display any offensive or political language or slogans.

All religious outfits will be supported and encouraged to be worn within the business

## CONDUCT OUTSIDE OF WORK

Staff, Players, Volunteers and Directors will not act in a way that would bring the business of the game into disrepute. This covers relevant criminal offences, such as violence, discrimination, or sexual misconduct as well as negative comments about the business, game on social media.

## LINKS WITH OTHER POLICIES

The code of conduct links with our policies on;

- Staff disciplinary procedures as in the staff handbook, which will be used if staff breach this Code of Conduct. It also sets out examples of what we will deem as misconduct and gross misconduct.
- Staff grievance procedures as in the staff handbook
- Safeguarding and EDI
- ECB Policies and Expectations

Review Date: November 2025

Please complete and sign the following which must be returned to **Emma Charlick HR Dept or Alana Stokes**

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**Name (please print):** \_\_\_\_\_

**Role (please print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Tel Number:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

***I agree to abide by the Essex Cricket, Code of Conduct, I have also read and received the Club Handbook and aware of all the policies within the handbook.***

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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***Issue Date:***

**Qualification / Certificate Check List:**

Safeguarding & Protecting Children/SYC Certificate Dated: \_\_\_\_\_

Emergency First Aid Certificate Dated: \_\_\_\_\_

Enhanced DBS clearance certificate through the ECB Certificate Expiry: \_\_\_\_\_

Safeguarding Induction for FCC/CCB Date Completed: \_\_\_\_\_

Anti-Discrimination Training (Online) Certificate Dated: \_\_\_\_\_

Anti-Discrimination Training (Face to Face) Dated: \_\_\_\_\_

**Seen and understand the clubs:**

Travel Policy Agreed: \_\_\_\_\_

Selection Policy Agreed: \_\_\_\_\_

Whistleblowing Policy Agreed: \_\_\_\_\_

## Appendix 1 – Pathway / CAG Coaches & Officials - Code of Conduct

### Code of Conduct – Pathway / CAG Coaches & Officials

**Essex Cricket** is fully committed to safeguarding, promoting and EDI, the well-being of all its young cricketers and believes that it is important that young cricketers, coaches, and parents associated with the Talent Pathway should, always, show respect and be encouraged to be open at all times and to share any concerns or complaints that they may have.

As an Essex Talent Pathway Coach, Manager, Official or adult volunteer, you will be expected to abide by the following appendix code of conduct along with the Club Code of Conduct above whilst carrying out the roles and responsibilities outlined in your contracts or volunteer agreements.

**County Coaches are expected to STAY ABOVE THE LINE, Showing RRESPECT, ATTITUDE AND COMMITMENT along with always undertaking the Essex Cricket Values of Exciting, Engaging and Enhancing sessions and activities.**

To always represent Essex Cricket in a professional manner

- Abide by the ECB Coaches Code of Conduct, Safe Hands, Anti-Discrimination and General Conduct Regulations
- Communicate with your players & parents/Carers regarding the ethos of Talen Pathway cricket and explain that the coach will follow the Essex Cricket Selection Criteria supported by the Academy Director and Talent Pathway Managers.
- Not to use their role within the county to actively promote their own 1:1 or group coaching outside of the pathway, along with ensuring they notify Academy Director or Talent Pathway manager of all individuals who they are working with on a 1:1/group basis who are in the pathway.
- Will highlight any conflict of interest that may arise around players club development or identification and in no way will use their position to influence a player's decision. Any opportunity will be discussed with the Academy Director or Talent Pathway Manager, The Essex Cricket policy is for Players to stay at their home-grown club if possible.
- Promote the Essex Cricket Talent Pathway, Listening to Children reporting system, report any observations or concerns as soon as possible to the County Safeguarding Officer
- Abide by the Data Protection policy – (which links with the above statement)
- Abide to the ECB and Essex Cricket guidelines around Players Athletic development and management,
- Abide by the Essex Cricket code of conduct in relation to the use of social media, text & email policy

**The code of conduct in relation to the use of social networking sites, *states that Coaches, agree that they will ....***

- Not use any social networking sites for communicating with players or parents/carers
- Decline any request from player a junior or junior club member to become a “named” friend where the purpose of contact is cricket related.
- Not criticise or abuse other County officials, player, parents, umpires, scorers etc, other clubs or their officials or players. If the Cricket Board becomes aware of such conduct, then disciplinary measures will be taken.

The County Cricket Club does not use social networking sites, such as Facebook, as a means of communicating with player, parents or officials. **It is important to note that Facebook has a minimum age for access currently based at 13 years of age.**

Although it is accepted that adults and young people are increasingly using social networking sites to interact with each other and as a communication tool that offers many benefits, it is also recognised that it raises a number of safeguarding concerns.

Primarily, the potential risks to young people include cyber-bullying, grooming and potential abuse by online predators and exposure to inappropriate content.

The Coach will also keep themselves up to date and aware of all EDI developments and learnings.

Review Date: November 2025



## Appendix 2 – Chance to Shine & Schools Coaches

### Code of Conduct – Chance to Shine & Schools Coaches

#### INTRODUCTION

This code of conduct applies to Chance to Shine & Schools Coaches who are officially appointed to a role on behalf of Essex Cricket that involves working with young cricketers.

If any active coach is seen not to abide by this code of conduct, their actions will be reviewed by a disciplinary panel established by Essex Cricket and based on the findings appropriate action will be taken.

#### DRESS CODE:

- Any individual representing Essex Cricket must dress appropriately for the event being attended.
- For both genders' male and female, if operating in a Coaching role at training sessions or match play events then County approved clothing should be worn.

#### MANDATORY REQUIREMENTS:

- Display a consistently high standard of personal behaviour and appearance.
- Ensure that the approach to matches is player-centric not results orientated.
- Represent Essex Cricket in a professional way and work harmoniously with other volunteers.
- The use of social networks (Facebook/Twitter etc) to support Essex Cricket activities is permitted but users must refrain from adding comments that are critical or negative. This guidance applies to teams, players or individuals involved with Essex Cricket with any breach leading to a formal disciplinary panel review.
- Users must also be aware of the profile of 'followers' on such social networks and therefore must act responsibly and appropriately when posting all messages on these sites, whether related directly to Essex Cricket activity or not.
- Adhere to the appropriate dress code.
- Have an enhanced DBS check through the ECB.
- Take full responsibility for any equipment (coaching, laptops or other equipment) belonging to Essex Cricket and ensure it is stored safely after use.

#### MANDATORY QUALIFICATIONS:

- Coaches are required to hold a **minimum** ECB Level 2 or UKCC2 Level 2, qualification relevant to the coaching task being undertaken on behalf of Essex Cricket.
- Hold current qualifications/certificate as follows:-
  - **Safeguarding Young Cricketers** (*valid within the last 3 years*).
  - **Emergency First Aid** (*valid within the last 3 years*).
  - **Enhanced DBS clearance certificate through the ECB** (*valid within the last 3 years*).
- Must be a member of the England and Wales Cricket Board Coaches Association **or** possess the equivalent personal insurance cover for their coaching activities.
- Completed the relevant Chance to Shine Training Workshops
- Chance to Shine or County branded coaching, playing and leisurewear is available from our appointed County equipment supplier.

#### GUIDELINES:

- Follow all guidelines laid down by the ECB "Safe Hands" Policy and Essex Cricket 'Safeguarding' policy.

- Consider the wellbeing and safety of young players of primary importance, before the development of performance.
- Develop a friendly but appropriate relationship with youth players, based on mutual trust and respect.
- Ensure that all activities are suited to the age, ability and experience of those youth players taking part.
- Promote the positive aspects of the sport, like fair play, fun, participation and respect for team mates and opponents.
- Always encourage youth players to play within the rules of cricket and never support violations of those rules or rough play.
- Never exert undue influence over youth players to obtain personal benefit or reward.
- Never allow the use of prohibitive substances like drugs or smoking whilst young people are under your supervision.
- Endeavour to avoid any physical contact with the players if at all possible.
- Never be isolated in an area alone with any child and always ensure you have another coach, volunteer, parent or responsible adult with you.
- Ensure that when transporting children, to or from competitive matches or coaching sessions that more than one child is carried in the car or that they are accompanied by another coach, volunteer, parent or responsible adult.
- Ensure that written consent of the parent/guardian is obtained before taking still photographs that may be taken for promotional use and/or video footage used for coaching analysis.
- **Ensure that if there is any suggestion or concern about the physical or emotional wellbeing of any child, for whom they have a temporary duty of care, or any welfare incident occurs whilst exercising this duty of care, that this should be reported to Phil Knappett – County Safeguarding Officer as soon as possible and an incident report form completed detailing the factual evidence surrounding the incident**

Review Date: November 2025