



3D CRICKET ACADEMY

SAFEGUARDING MANUAL

Policies, Procedures and Codes of Practice

Effective from: October 2026

Version: 1.0

Document Owner: Designated Safeguarding Officer

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Foreword and Statement of Intent

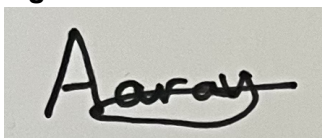
This Safeguarding Manual sets out the policies, procedures and codes of practice adopted by 3D Cricket Academy to safeguard and promote the welfare of all children, young people and adults at risk who engage with our services. 3D Cricket Academy is a private cricket coaching academy operating in England, delivering structured indoor and outdoor coaching sessions. The Academy is not a cricket club, league or school. At the date of this Manual, the Academy does not organise matches, fixtures, tournaments, away trips or competitions. The Academy reserves the right to introduce such activities in the future as circumstances allow; in that event, this Manual will be supplemented by additional policies, risk assessments, consents and insurance arrangements specific to those activities, and parents and participants will be notified in advance.

The Academy commenced operations in October 2026. This Manual has been drafted to comply with the Children Act 1989 and 2004, Working Together to Safeguard Children, the Data Protection Act 2018 and UK GDPR, the Equality Act 2010, the Health and Safety at Work etc. Act 1974, the England and Wales Cricket Board (ECB) Safe Hands safeguarding framework, Disclosure and Barring Service (DBS) requirements and current Surrey Cricket safeguarding guidance.

All personnel engaged by 3D Cricket Academy, whether employed, contracted or volunteering, are required to read, understand, sign and adhere to the contents of this Manual as a condition of their engagement. Parents, guardians and participants are likewise asked to familiarise themselves with the relevant policies.

Approved and signed on behalf of 3D Cricket Academy:

Signed:

A handwritten signature in black ink, appearing to read 'Aarav', is written over a light grey rectangular background.

Aarav Rajnikanth

Academy Director, 3D Cricket Academy

Date: October 2026

Key Safeguarding Contacts

The following individuals and external agencies should be contacted in connection with any safeguarding matter.

Designated Safeguarding Officer (DSO)	Aarav Rajnikanth – 07359 081069 – 3dcricketacademy.uk@gmail.com
Deputy Safeguarding Officer	Rajnikanth Pillai – 07796 954513 – 3dcricketacademy.uk@gmail.com
Academy Director	Aarav Rajnikanth – 07359 081069 – 3dcricketacademy.uk@gmail.com
ECB Safeguarding Team	safeguarding@ecb.co.uk – 020 7432 1200
NSPCC Helpline	0808 800 5000 – help@nspcc.org.uk
Childline	0800 1111
Local Authority Designated Officer (LADO)	Surrey County Council – 0300 123 1650
Children's Social Care (Surrey C-SPA)	0300 470 9100 (out of hours: 01483 517898)
Police (non-emergency)	101
Police / Ambulance (emergency)	999
Information Commissioner's Office (ICO)	0303 123 1113 – ico.org.uk

1. Safeguarding Policy Statement

Purpose

This Policy Statement establishes the overarching commitment of 3D Cricket Academy to the safeguarding and welfare of children, young people and adults at risk participating in its coaching activities. It is the foundational policy from which all other policies in this Manual flow.

Statement

3D Cricket Academy is committed to creating and maintaining a safe, positive and inclusive environment in which every participant can enjoy cricket coaching free from harm, abuse, exploitation, discrimination and neglect. The welfare of the child is paramount in all decisions taken by the Academy, in accordance with section 1 of the Children Act 1989.

The Academy recognises that:

- The welfare of children, young people and adults at risk is the paramount consideration of the Academy.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have an equal right to protection from all forms of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting welfare.
- All suspicions, concerns and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Application

This Statement applies to all directors, employees, coaches, assistant coaches, volunteers, contractors, parents, guardians and participants associated with 3D Cricket Academy.

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Date Approved	October 2026
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Relevant Legislation / Guidance	Children Act 1989; Children Act 2004; Working Together to Safeguard Children (2023); ECB Safe Hands

2. Mission Statement

Purpose

To articulate the values, ambitions and ethical commitments that guide every aspect of 3D Cricket Academy's work.

Our Mission

3D Cricket Academy exists to provide high-quality, structured cricket coaching to participants of all ages and abilities in a safe, inclusive and inspiring environment. We believe that excellent coaching, delivered by qualified and vetted professionals, has the power to develop technical ability, personal character, lifelong physical activity habits and a love of the game.

Our Values

- Safety first: the welfare of every participant takes precedence over all other considerations.
- Excellence: we deliver coaching to the highest professional and ethical standards.
- Inclusion: we welcome and value every participant equally.
- Integrity: we act honestly, transparently and accountably.
- Respect: we expect and model mutual respect at all times.
- Development: we are committed to the holistic development of every participant.

What We Do

3D Cricket Academy delivers indoor and outdoor cricket coaching sessions, including individual technical coaching, small-group coaching and structured group coaching programmes. At the date of this Manual, we do not organise matches, league fixtures, tournaments, away trips or competitions. The Academy may introduce such activities in the future as the organisation develops; any such expansion will be supported by additional policies, risk assessments, parental consents and insurance cover before any activity is offered.

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Relevant Legislation / Guidance	ECB Safe Hands

3. Safeguarding Principles

Purpose

To set out the core principles that underpin all safeguarding activity at 3D Cricket Academy and to ensure consistency of approach across the organisation.

Scope

These principles apply to all activities organised, delivered or facilitated by 3D Cricket Academy and to all individuals engaged in those activities.

Core Principles

- **Paramourcy:** the welfare of the child is the paramount consideration.
- **Prevention:** safeguarding is everyone's responsibility and primarily about preventing harm.
- **Partnership:** effective safeguarding depends on cooperation between the Academy, parents, statutory agencies and the wider sporting community.
- **Proportionality:** responses to safeguarding concerns must be proportionate to the level of risk.
- **Empowerment:** children and adults at risk are supported to make their own decisions and informed consent wherever possible.
- **Accountability:** clear lines of accountability and responsibility are maintained at all times.
- **Confidentiality:** safeguarding information is handled confidentially, with disclosure only on a strict need-to-know basis.
- **Listening:** the voice of the child is heard and given due weight.

Application of Principles

These principles must guide every decision, interaction and procedure within the Academy. Where any tension arises between operational convenience and safeguarding, safeguarding always prevails.

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Relevant Legislation / Guidance	Children Act 1989, s.1; Working Together to Safeguard Children (2023); ECB Safe Hands

4. Legal Responsibilities

Purpose

To identify the statutory framework within which 3D Cricket Academy operates and to clarify the Academy's obligations under each relevant instrument.

Statutory Framework

3D Cricket Academy operates within the following primary legal and regulatory framework:

Children Act 1989	Establishes the paramountcy principle and the framework for child welfare in England and Wales.
Children Act 2004	Strengthens inter-agency cooperation and introduces the duty to safeguard and promote welfare.
Working Together to Safeguard Children (2023)	Statutory guidance on multi-agency working to protect children.
Safeguarding Vulnerable Groups Act 2006	Establishes the DBS barring regime and regulated activity definitions.
Protection of Freedoms Act 2012	Defines regulated activity and DBS check eligibility.
Data Protection Act 2018 / UK GDPR	Governs the processing of personal data, including special category data.
Equality Act 2010	Prohibits discrimination on protected characteristics; imposes positive equality duties.
Health and Safety at Work etc. Act 1974	Imposes duty to provide a safe environment for staff and participants.
Sexual Offences Act 2003	Defines sexual offences including the position of trust provisions.
Counter-Terrorism and Security Act 2015	Prevent duty considerations where applicable.
ECB Safe Hands	ECB's binding safeguarding framework for affiliated cricket bodies.

The Academy's Commitments

- To comply fully with all applicable legislation and regulatory guidance.
- To maintain insurance appropriate to its activities, including public liability and employer's liability.
- To cooperate fully with statutory agencies in any safeguarding enquiry or investigation.
- To keep this Manual under continuous review in light of legislative or regulatory developments.

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Next Review Date	October 2027
Relevant Legislation / Guidance	As listed above

5. Roles and Responsibilities

Purpose

To define clearly the safeguarding responsibilities of each role within 3D Cricket Academy, ensuring that accountability is unambiguous and that no aspect of safeguarding falls between roles.

5.1 Academy Director

- Holds ultimate accountability for safeguarding within 3D Cricket Academy.
- Approves and adopts this Safeguarding Manual and any amendments.
- Ensures adequate resources are allocated to safeguarding.
- Appoints the Designated Safeguarding Officer (DSO) and Deputy DSO.
- Receives regular safeguarding reports from the DSO.
- Notifies the ECB, Surrey Cricket and statutory agencies of any reportable safeguarding incidents.
- Ensures the Academy maintains a current DBS register, training log and policy review schedule.

5.2 Designated Safeguarding Officer (DSO)

- Acts as the first point of contact for any safeguarding concern raised by staff, volunteers, parents, participants or third parties.
- Holds an ECB Safeguarding & Protecting Children certificate and an enhanced DBS check with barred-lists check.
- Maintains a confidential record of all safeguarding concerns, referrals and outcomes.
- Liaises with the ECB Safeguarding Team, Local Authority Designated Officer (LADO), children's social care and the police as required.
- Coordinates safer recruitment processes.
- Oversees mandatory safeguarding training for all personnel.
- Reviews this Manual annually and recommends amendments to the Academy Director.
- Promotes a positive safeguarding culture throughout the Academy.

5.3 Coaches

- Hold a valid ECB-recognised coaching qualification appropriate to the level coached.
- Hold an enhanced DBS check (with barred-lists check where eligible) renewed in accordance with policy.
- Hold a current ECB Safeguarding & Protecting Children certificate and First Aid certificate.
- Adhere at all times to the Staff Code of Conduct (Section 7).
- Plan and deliver coaching sessions with safety, inclusion and child welfare as primary considerations.
- Report any safeguarding concern to the DSO without delay.
- Maintain accurate session registers and incident records.
- Model exemplary behaviour, language and conduct at all times.

5.4 Assistant Coaches

- Work under the supervision of a qualified Coach at all times.
- Hold an enhanced DBS check and current Safeguarding and First Aid certification.
- Support the qualified Coach in delivering safe, structured coaching sessions.
- Do not deliver coaching unsupervised to participants under 18.
- Adhere to the Staff Code of Conduct and all policies in this Manual.

5.5 Volunteers

- Complete a Volunteer Application Form and provide two references prior to engagement.
- Hold an enhanced DBS check where eligible.
- Complete the Academy's induction, including a safeguarding briefing.
- Adhere to the Staff Code of Conduct.
- Do not engage in regulated activity unsupervised.
- Report any safeguarding concern to the DSO without delay.

5.6 Parents and Guardians

- Provide complete and accurate registration, medical, emergency-contact and consent information.
- Notify the Academy promptly of any change in circumstances affecting their child.
- Adhere to the Parent Code of Conduct (Section 8).
- Sign in their child at the start of each session and ensure timely collection at the end, or, where the relevant consents have been given, authorise their child to attend and depart unaccompanied.
- Remain reachable by the emergency contact numbers provided at all times during the session, whether or not remaining on-site.
- Take responsibility for arranging and supervising their child's transport to and from the Academy.
- Raise any concern with the DSO promptly and in confidence.

5.7 Players (Participants)

- Adhere to the Player Code of Conduct (Section 9).
- Treat coaches, fellow participants and facilities with respect.
- Report any concern about their own welfare or the welfare of another participant to a coach or the DSO.
- Follow all safety instructions given by coaches.
- Arrive appropriately equipped and prepared for the session.

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Next Review Date	October 2027

Relevant Legislation / Guidance	ECB Safe Hands; Working Together to Safeguard Children (2023)
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6. Safer Recruitment Policy

Purpose

To ensure that all individuals engaged by 3D Cricket Academy in any capacity are suitable to work with children, young people and adults at risk, and that the Academy meets its statutory and regulatory obligations relating to safer recruitment.

Scope

This policy applies to the recruitment, selection and induction of all employees, contractors, volunteers and work-experience placements at the Academy.

Recruitment Principles

- All roles are subject to a documented selection process commensurate with the level of contact with children.
- Job descriptions and person specifications include explicit safeguarding responsibilities.
- Application packs include a statement of the Academy's commitment to safeguarding.
- Interview panels comprise at least two persons, one of whom has completed safer recruitment training.

6.1 Disclosure and Barring Service (DBS)

All roles involving regulated activity with children require an Enhanced DBS check with a check against the Children's Barred List. DBS certificates must be presented before any unsupervised contact with children. DBS checks are renewed every three years or sooner where required. The Academy maintains a single central DBS register held confidentially by the DSO.

6.2 References

Two written references are required for every role. At least one reference must be from a recent employer or, in the case of volunteers, from a person of standing unrelated to the applicant. References are taken up before appointment and explicitly ask about the applicant's suitability to work with children.

6.3 Qualifications

Coaches must hold an ECB-recognised coaching qualification appropriate to the role. Original certificates are sighted and copied at appointment, and a verification check is carried out via the ECB coach database where available.

6.4 Right to Work

All employees and contractors are required to evidence their right to work in the United Kingdom in accordance with Home Office guidance. Original documents are sighted, copied, dated and signed by the verifying officer prior to engagement.

6.5 Induction

Every new appointee completes a formal induction within the first two weeks of engagement, covering this Safeguarding Manual, the relevant codes of conduct, emergency procedures, the photography and filming policy, the GDPR policy and the reporting routes for safeguarding concerns. Induction is recorded and signed.

6.6 Probation

All employees serve a six-month probationary period during which performance and conduct are formally reviewed. Volunteers serve a comparable trial period of three months.

6.7 Training

All personnel complete the ECB Safeguarding & Protecting Children course (or equivalent) prior to commencing duties and refresh this every three years. Coaches additionally hold a current Emergency First Aid certificate. Refresher safeguarding briefings are delivered annually by the DSO.

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Relevant Legislation / Guidance	Safeguarding Vulnerable Groups Act 2006; Protection of Freedoms Act 2012; Immigration, Asylum and Nationality Act 2006; ECB Safe Hands

7. Staff Code of Conduct

Purpose

To set out the standards of professional behaviour expected of all employees, contractors, coaches, assistant coaches and volunteers of 3D Cricket Academy.

Standards of Conduct – Staff Will:

- Place the welfare of every participant above all other considerations.
- Treat every participant with dignity, respect and fairness.
- Maintain a professional relationship with participants and their families at all times.
- Plan and deliver coaching sessions that are safe, age-appropriate and inclusive.
- Use only language that is appropriate, encouraging and free of profanity.
- Be punctual, appropriately dressed in Academy kit and prepared for every session.
- Adhere to all policies in this Manual, including those on physical contact, one-to-one coaching, photography, social media and mobile devices.
- Report any safeguarding concern to the DSO without delay.
- Cooperate fully with any investigation conducted by the Academy or any statutory agency.

Standards of Conduct – Staff Will Not:

- Engage in any conduct, communication or relationship with a participant that could be construed as inappropriate.
- Have unauthorised contact with participants via personal social media accounts, messaging applications, telephone or email.
- Transport participants in their own vehicles save in the safeguarding emergencies expressly permitted by the Transport Policy.
- Engage in physical contact with a participant other than as permitted by the Physical Contact Guidance.
- Use alcohol, illegal drugs or be under the influence of either before or during any session.
- Smoke or vape in the presence of participants or on Academy premises.
- Photograph or film participants other than in accordance with the Photography and Video Recording Policy.
- Engage in any form of bullying, discrimination, harassment or favouritism.
- Disclose confidential information about participants other than in accordance with the Information Sharing Policy.

Breach of Code

Breach of this Code may result in disciplinary action, including summary dismissal in cases of gross misconduct. Where a breach raises safeguarding concerns, the matter will be referred to the LADO and, where appropriate, to the police and the DBS.

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Relevant Legislation / Guidance	ECB Safe Hands; Sexual Offences Act 2003

8. Parent Code of Conduct

Purpose

To establish the behaviour expected of parents, guardians and accompanying adults in their interactions with the Academy, coaches and other participants.

Parents and Guardians Will:

- Ensure their child arrives and is collected on time.
- Provide complete and accurate registration, medical and consent information and update it promptly.
- Communicate respectfully with coaches, staff and other parents.
- Encourage participation, enjoyment and effort rather than focusing solely on outcomes.
- Respect coaching decisions and refrain from interfering during sessions.
- Raise any concern through the proper channels, addressing concerns to the relevant coach or the DSO.
- Adhere to the Photography and Video Recording Policy when on Academy premises.

Parents and Guardians Will Not:

- Use abusive, threatening, discriminatory or profane language towards anyone associated with the Academy.
- Enter coaching areas during sessions unless invited by a coach.
- Photograph or film participants other than their own child without express consent.
- Post images, video or commentary about other participants on social media without consent.
- Attempt to coach their child during a session.
- Attend the Academy under the influence of alcohol or illegal drugs.

Breach

Persistent or serious breach of this Code may result in the withdrawal of the child's place at the Academy. The Academy reserves the right to refuse entry to any adult whose conduct compromises safeguarding or welfare.

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Relevant Legislation / Guidance	Equality Act 2010

9. Player Code of Conduct

Purpose

To set out the standards of behaviour expected of all participants in coaching sessions at 3D Cricket Academy.

Players Will:

- Treat coaches, staff and fellow participants with respect and courtesy.
- Arrive on time, suitably equipped and ready to participate.
- Listen to and follow all safety instructions given by coaches.
- Try their best, learn from mistakes and support fellow participants.
- Tell a coach immediately if they feel unwell, injured or unsafe.
- Respect the equipment, the facility and the property of others.
- Tell a coach or the DSO if they have a concern about themselves or another participant.

Players Will Not:

- Bully, intimidate, harass or discriminate against any other participant.
- Use abusive, profane or discriminatory language.
- Engage in dangerous behaviour or use equipment irresponsibly.
- Use mobile phones or personal devices during coaching sessions other than as permitted.
- Photograph or film any other participant without consent.
- Bring alcohol, illegal substances, weapons or any dangerous item to the Academy.

Breach

Conduct contrary to this Code will be addressed in accordance with the Behaviour Management Policy. Serious or persistent breach may result in suspension or withdrawal of the participant's place.

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Relevant Legislation / Guidance	ECB Safe Hands

10. Equality, Diversity and Inclusion Policy

Purpose

To affirm 3D Cricket Academy's commitment to equality of opportunity and to the elimination of discrimination, and to set out the practical steps by which the Academy meets its obligations under the Equality Act 2010.

Statement

3D Cricket Academy is committed to providing an environment in which every individual is treated with dignity and respect, regardless of any protected characteristic under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Commitments

- All coaching is open to participants from all backgrounds and abilities.
- Reasonable adjustments are made to accommodate disabled participants in accordance with the duty under the Equality Act 2010.
- Marketing, communications and imagery reflect the diversity of our intended community.
- Recruitment is conducted free of discrimination, and the Academy actively encourages applications from under-represented groups.
- Training on equality, diversity and inclusion forms part of the induction for all personnel.
- Incidents of discriminatory behaviour are investigated promptly and addressed through the Complaints Procedure or, where appropriate, disciplinary process.

Monitoring

The DSO monitors EDI complaints, participation data and recruitment outcomes on an annual basis and reports findings to the Academy Director.

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Relevant Legislation / Guidance	Equality Act 2010

11. Anti-Bullying Policy

Purpose

To establish 3D Cricket Academy's zero-tolerance approach to bullying in any form and to set out the procedure for reporting and responding to bullying.

Definition

Bullying is repeated behaviour, whether physical, verbal, psychological, online or by exclusion, intended or having the effect of intimidating, harming or distressing another person. Discriminatory bullying linked to a protected characteristic is treated with particular seriousness.

Forms of Bullying Addressed

- Physical: hitting, kicking, pushing, taking or damaging property.
- Verbal: name-calling, taunting, threats, sarcasm.
- Emotional: exclusion, humiliation, intimidation.
- Discriminatory: targeting a person's protected characteristic.
- Cyber-bullying: any of the above conducted online, by message or via social media.

Reporting

Any participant, parent or member of staff who witnesses or experiences bullying must report it to a coach or directly to the DSO. Reports may be made verbally or in writing. All reports are taken seriously and recorded.

Response

- Investigation by the DSO or a delegated person of suitable standing.
- Separate discussion with the alleged victim and the alleged perpetrator.
- Where appropriate, restorative meeting facilitated by a coach.
- Sanctions in accordance with the Behaviour Management Policy.
- In serious or persistent cases, suspension or withdrawal of place; referral to police where criminal.
- Written outcome communicated to all parties and recorded on the safeguarding file.

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Relevant Legislation / Guidance	Equality Act 2010; Protection from Harassment Act 1997; Malicious Communications Act 1988

12. Behaviour Management Policy

Purpose

To set out the principles and practical techniques by which 3D Cricket Academy promotes positive behaviour, manages challenging behaviour and applies sanctions proportionately and fairly.

Principles

- Positive behaviour is promoted through clear expectations, praise and consistent role-modelling by coaches.
- Sanctions are proportionate, age-appropriate and never humiliating.
- Physical punishment, deprivation of food or water, isolation in a locked space, and humiliation are prohibited absolutely.
- Restrictive physical intervention is used only as a last resort to prevent injury to the participant or others, and is recorded and reported.

Hierarchy of Response

Coaches will ordinarily respond to challenging behaviour through the following progressive steps, escalating only where each previous step is unsuccessful:

- Verbal reminder of expectations.
- Brief redirection or change of activity.
- Time-out from activity within the coach's sight, of brief duration.
- Discussion with the participant and a second coach.
- Discussion with the participant's parent or guardian at the end of the session.
- Formal warning recorded in writing.
- Suspension from sessions, decided by the Academy Director.
- Permanent withdrawal of place, decided by the Academy Director.

Recording

Any significant behavioural incident is recorded on an Incident Report Form and reviewed by the DSO.

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Relevant Legislation / Guidance	Children Act 1989; ECB Safe Hands

13. Physical Contact Guidance

Purpose

To guide coaches in the use of physical contact during coaching and to ensure that any physical contact is necessary, appropriate, welcomed by the participant and beyond reproach.

Principles

- Physical contact is used only where it is genuinely required to demonstrate a technique, ensure safety, administer first aid or provide reassurance to a distressed participant.
- Contact is always undertaken in open, visible spaces, observable by other adults.
- The participant's permission is sought before contact and they are informed of what the coach is about to do and why.
- Contact is limited to the minimum necessary and to non-intimate areas.
- Where a participant indicates discomfort or withdraws consent, the coach withdraws immediately.

Examples of Appropriate Contact

- Guiding a player's grip on the bat or ball.
- Adjusting body position for safe bowling action with the player's consent.
- Administering first aid in accordance with the First Aid Policy.
- Brief reassurance to a young or distressed child, e.g. a hand on the shoulder, in the presence of another adult.

Prohibited Contact

- Any contact of a sexual nature is absolutely prohibited and will result in summary dismissal and referral to police, DBS and LADO.
- Contact intended to inflict pain or punishment.
- Contact in any private or unobserved space.
- Contact that the participant has declined or which causes them visible discomfort.

Recording

Any physical intervention required to manage behaviour or prevent injury is recorded on an Incident Report Form and reported to the DSO.

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Relevant Legislation / Guidance	ECB Safe Hands; Sexual Offences Act 2003

14. One-to-One Coaching Policy

Purpose

To establish the safeguards applicable to one-to-one coaching sessions, in which the risk profile differs materially from group coaching.

Pre-Booking Requirements

- Written parental consent is obtained on the One-to-One Consent form before any session is delivered to a participant under 18.
- The coach delivering the session holds an enhanced DBS check, ECB qualification and current safeguarding certification.
- The session is logged in the Academy's central booking system with date, time, venue, coach and participant clearly recorded.

Session Conduct

- Sessions are conducted in a visible, public area of the facility – never in a private room, changing room or vehicle.
- Where possible, a second adult is present in the building during the session.
- The participant's parent or guardian is welcome to observe at any time.
- CCTV (where installed) covers the area used.
- The coach does not communicate with the participant via private messaging outside the Academy's approved channels.

Documentation

Each one-to-one session is recorded in the session register. Any incident, concern or unusual occurrence is reported to the DSO the same day.

Cancellation and Late Arrival

If the participant or coach is delayed or absent, the session is cancelled or rescheduled. A coach will not remain alone with a participant in an empty facility.

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Relevant Legislation / Guidance	ECB Safe Hands

15. Appropriate Use of Language

Purpose

To ensure that all communication within the Academy reflects a positive, respectful and inclusive coaching environment.

Expected Standards

- Language used by coaches is encouraging, instructive and free of profanity, discriminatory terms and personal criticism.
- Sarcasm, ridicule, humiliation and shouting at participants are prohibited.
- Coaches address participants by their preferred name and pronouns where known.
- Banter, in-jokes or nicknames are avoided unless clearly welcomed by the participant.
- Communications with parents, in person or in writing, are professional and courteous.

Prohibited Language

- Profanity, swearing or sexually explicit language.
- Racist, sexist, homophobic, transphobic, ableist or otherwise discriminatory terms.
- Language that demeans, humiliates or threatens a participant.
- Comments on a participant's body, appearance or family circumstances.

Multilingual Considerations

Where participants or parents have English as an additional language, the Academy will make reasonable accommodations and use plain English in all written communication.

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Relevant Legislation / Guidance	Equality Act 2010

16. Social Media Policy

Purpose

To govern the use of social media by the Academy, its personnel, participants and parents, and to safeguard participants from harm associated with online platforms.

Academy Social Media

3D Cricket Academy operates official accounts on Instagram, TikTok, Facebook, LinkedIn and YouTube, in addition to its website. Only personnel expressly authorised by the Academy Director may post on Academy channels. All content is reviewed by the DSO or a delegated person prior to publication to ensure compliance with the Photography and Video Recording Policy (Section 17) and the GDPR Policy (Section 19).

Personnel Use

- Coaches and volunteers must not befriend, follow or directly message any participant under 18 from personal accounts.
- Personnel must not post images, video or commentary identifying a participant from personal accounts.
- Personnel must not comment on or share posts that bring the Academy into disrepute.
- Where personnel maintain a public coaching presence, content concerning the Academy is approved in advance by the Academy Director.

Parents and Participants

- Parents may post images and video of their own child but must not post images identifying other participants without their parents' consent.
- Parents are asked to refrain from posting commentary that names other participants, coaches or the Academy in a critical or identifying manner.
- Participants are reminded of the Player Code of Conduct in their online interactions involving the Academy.

Breach

Breach of this Policy by personnel is treated as a disciplinary matter. Breach by parents or participants may result in withdrawal of place or refusal of entry. Where online conduct constitutes bullying, harassment or a safeguarding concern, the matter is dealt with under the relevant policy.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Malicious Communications Act 1988; Communications Act 2003; UK GDPR

17. Photography and Video Recording Policy

Purpose

3D Cricket Academy uses photography and video recording for coaching, technical analysis and marketing across Instagram, TikTok, Facebook, LinkedIn, YouTube and the Academy website. This Policy ensures that all such use is lawful, consensual, secure and aligned with the safeguarding interests of every participant.

Scope

This Policy applies to all photography and video recording carried out by personnel, contractors or third parties in connection with Academy activities, on Academy premises or at venues used by the Academy. It also governs participants' and parents' use of cameras and recording devices on Academy premises.

Lawful Basis under UK GDPR

The Academy relies on explicit consent (Article 6(1)(a) and, in respect of any special category data, Article 9(2)(a) UK GDPR) as the lawful basis for processing images and recordings of identifiable participants. Consent is freely given, specific, informed, granular and unambiguous, and may be withdrawn at any time.

17.1 Parent Consent and Opt-In Image Consent

Prior to any image being captured, the parent or guardian of a participant under 18 (or the adult participant) completes the Photography and Video Consent Form. Consent is granular: separate opt-in tick boxes are provided for each of the following purposes.

Internal coaching use	Capture for coaching review, internal technical analysis and personal feedback to the participant.
Video analysis	One-to-one technical analysis shared with the participant and parent (governed by the Video Analysis Consent Form, Appendix G).
Academy website	Use on www.3dcricketacademy.com (or successor domain)
Instagram	Use on @3dcricketacademy – may include Reels, Stories, posts.
TikTok	Use on @3dcricketacademy – may include short-form video.
Facebook	Use on facebook.com/3dcricketacademy – posts, videos, reels.
LinkedIn	Use on linkedin.com/company/3dcricketacademy – professional posts.
YouTube	Use on the Academy's official channel.
Paid marketing	Use in promoted posts, paid advertising and printed marketing collateral.
External press / media	Use by external journalists or partners with the Academy's prior written approval.

Consent is opt-in by default. A participant is treated as having no consent for any purpose not expressly ticked. Consent is reviewed annually and on any material change of circumstance.

17.2 Identification of Participants Without Consent

Participants without consent for marketing or social-media use are identified to coaches by the following mechanism:

- The DSO maintains an up-to-date master register of consent status by participant.
- Before any session is filmed, the coach in charge consults the register and notes any participant without consent for the relevant use.
- Those participants are issued with a coloured wristband (or other discreet visual marker) before filming begins, the colour denoting their consent status.
- The person filming positions the camera to exclude wristband-marked participants, or pixelates / blurs them in post-production before publication.
- Any image of a wristband-marked participant captured inadvertently is deleted immediately or, where it has marketing value, the participant's face is irreversibly anonymised before publication.
- Where complete exclusion is not possible (e.g. group drills), the filming does not proceed, or alternative coverage is obtained on another day.

17.3 Safe Storage of Media

- All photographs and video are downloaded from capture devices within 24 hours and stored in a single, access-controlled Academy media library hosted on [encrypted cloud provider].
- Capture devices are wiped immediately after upload.
- Files are organised by date and session and tagged with consent status.
- Access to the master media library is restricted to the Academy Director, the DSO and an authorised marketing lead.
- Files containing identifiable participants are encrypted in transit and at rest.
- Backups are taken weekly to a secondary encrypted location.
- USB drives and external media are not used for participant footage other than for time-limited operational reasons; if used, they are encrypted and tracked.

17.4 Authorised Access to Footage

Academy Director	Full access for governance, marketing approval and safeguarding oversight.
Designated Safeguarding Officer	Full access; reviews all publication prior to release.
Authorised Marketing Lead	Access to consented marketing footage only; cannot access non-consented files.
Coaches	Access only to footage of their own sessions for coaching purposes.
Participants / Parents	Access on request to footage of their own child via the Subject Access procedure (Section 19).

External processors (e.g. video editors)

Access only under a written data processing agreement compliant with UK GDPR Article 28.

17.5 Coach Responsibilities

- Verify consent status before filming any session.
- Ensure non-consented participants are marked and excluded from the frame.
- Use only Academy-issued devices for filming wherever practicable.
- Upload all footage to the Academy media library within 24 hours and delete from the device.
- Never share Academy footage from a personal account or device.
- Report any photographic or filming incident (including loss of a device) to the DSO without delay.

17.6 Use of Drones

Where 3D Cricket Academy uses an unmanned aerial vehicle (drone) for filming, the following requirements apply, in addition to the general rules of this Policy:

- The operator holds a current Civil Aviation Authority (CAA) Operator ID and Flyer ID and operates within the Drone Code.
- The drone is operated in compliance with CAA regulations regarding distance from people, overflight of uninvolved persons and visual line of sight.
- A pre-flight risk assessment is completed and recorded.
- Parents and participants are informed before the session that drone footage will be captured.
- Drone footage is treated as personal data and stored under the same controls as other footage.
- Drone use is not permitted indoors or in confined facilities without a specific risk assessment.

17.7 Live Streaming

- Live streaming of coaching sessions is permitted only on the Academy's official channels and only where universal consent has been obtained from every participant in frame for that specific stream.
- Live streams are not initiated where a participant in the session has not consented to live streaming.
- Streams are recorded and reviewed by the DSO after the event.
- Comment functions are moderated by the marketing lead during the broadcast.
- No address, contact information or identifying personal data of a minor is broadcast.

17.8 Video Analysis

Video analysis is the use of recorded footage for technical review of a participant's individual performance. It requires its own opt-in consent. Video analysis footage:

- Is captured solely for the benefit of the individual participant.
- Is shared only with that participant and their parent or guardian.
- Is stored in a participant-specific folder within the Academy media library.

- Is not used for marketing, social media or external purposes unless additional consent is obtained.
- Is deleted upon the participant ceasing to attend the Academy or upon written request, in line with the Image Retention Policy below.

17.9 Marketing Use

Footage and stills used in marketing must:

- Show participants engaged in legitimate cricket coaching activity, fully clothed and in a manner that protects dignity.
- Not include any home address, telephone number or other personal contact data of a participant.
- May, with parental consent, include the participant's first name and, where the post celebrates a cricketing achievement outside the Academy (for example a school or club performance), the name of the school or club concerned. Full names are used only where the parent or guardian has expressly consented to full-name identification on the Photography and Video Consent Form.
- Be approved by the DSO before publication.
- Be removed promptly if consent is withdrawn.

17.10 Withdrawal of Consent

Consent may be withdrawn in whole or in part at any time, with no detriment to the participant. To withdraw consent, the parent or guardian (or adult participant) submits a written request to the DSO at 3dcricketacademy.uk@gmail.com. Upon receipt:

- The DSO updates the consent register within five working days.
- Identifiable images and footage published on Academy-controlled channels are removed within 14 working days where reasonably possible.
- Where images have been shared on third-party platforms or republished by others, the Academy will use reasonable endeavours to seek removal but cannot guarantee complete erasure.
- Future filming will be conducted in compliance with the updated consent.

17.11 Image Retention

Marketing content (consented)	Retained for the duration of the consent and for three years thereafter, unless withdrawn sooner.
Video analysis content	Retained for the duration of the participant's engagement plus one year, unless deletion is requested earlier.
Raw footage (un-edited)	Retained for 90 days from capture, then deleted unless promoted to marketing or analysis storage.
Footage of non-consented participants	Deleted immediately or anonymised.
Footage subject to a safeguarding investigation	Retained until the conclusion of the investigation, then disposed of per the investigating authority's direction.

17.12 GDPR Compliance

- Photographs and video of identifiable individuals are personal data under UK GDPR.

- Images of children require explicit, granular and informed consent.
- The Academy maintains a Record of Processing Activity (Article 30) covering all imagery processing.
- A Data Protection Impact Assessment has been completed in respect of marketing imagery of minors and is reviewed annually.
- Data subject rights (access, rectification, erasure, restriction, objection, portability) are honoured in accordance with Section 19.
- Any personal data breach involving imagery is reported to the ICO within 72 hours where it meets the threshold under Article 33 UK GDPR.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	UK GDPR; Data Protection Act 2018; Civil Aviation Authority Drone Code; ECB Safe Hands

18. Online Safety Policy

Purpose

To protect children, young people and adults at risk from online harms arising in connection with their engagement with 3D Cricket Academy.

Risks Addressed

- Grooming via direct or private messaging.
- Cyber-bullying between participants or by third parties.
- Inappropriate or harmful content shared in connection with the Academy.
- Sharing of personal data without consent.
- Phishing or impersonation of Academy accounts.

Controls

- All Academy-to-participant communication is conducted via the Academy's official channels, never personal accounts of coaches or volunteers.
- Group messaging involving participants under 18 includes a parent or guardian and is moderated by a coach.
- Coaches are prohibited from accepting or initiating friend / follow requests with participants on personal social media.
- All Academy accounts use multi-factor authentication.
- Online interactions raising safeguarding concern are escalated to the DSO and may be reported to the police or the ECB.

Education

Coaches deliver an annual briefing to participants on online safety, including the safe use of social media, recognition of grooming behaviour and the importance of reporting concerns.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Online Safety Act 2023; UK GDPR; Malicious Communications Act 1988

19. GDPR and Data Protection Policy

Purpose

To ensure that all personal data processed by 3D Cricket Academy is handled lawfully, fairly and transparently and that data subjects' rights are respected.

Data Controller

3D Cricket Academy is the Data Controller for personal data processed in connection with its services. The Academy is registered with the Information Commissioner's Office under registration number [ICO REG NO].

Categories of Personal Data Processed

- Identification data: name, date of birth, address, contact details of participant and parents.
- Medical data (special category): allergies, conditions, medication, emergency information.
- Imagery: photographs and video, where consent has been given.
- Financial data: limited records of payments and invoices.
- Safeguarding records: incident, concern and referral documentation.

Lawful Bases

- Performance of a contract: registration and delivery of coaching.
- Legal obligation: safeguarding records, health and safety records.
- Legitimate interests: administration, communication, security of premises.
- Consent: marketing imagery and electronic marketing.
- Vital interests: emergency medical situations.

Data Subject Rights

Data subjects have the right of access, rectification, erasure (where applicable), restriction of processing, data portability, objection and not to be subject to automated decision-making. Requests are submitted in writing to the DSO and acknowledged within five working days. The Academy will respond substantively within one month, extendable by two further months for complex requests.

Data Retention

Personal data is retained only for as long as necessary for the purpose for which it was collected, in accordance with the Record Keeping Policy (Section 53 of this Manual). Safeguarding records are retained in line with statutory guidance.

Data Security

- Personal data is stored on access-controlled, password-protected and encrypted systems.
- Paper records are stored in a locked cabinet within a locked office.
- Personal data is not transferred outside the UK without an Article 46 transfer mechanism.

- Third-party processors are engaged only under a written data processing agreement.

Data Breaches

A personal data breach is reported to the DSO immediately. The DSO assesses whether the breach is reportable under Article 33 UK GDPR and, if so, notifies the ICO within 72 hours. Affected data subjects are notified where the breach is likely to result in a high risk to their rights and freedoms.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	UK GDPR; Data Protection Act 2018; Privacy and Electronic Communications Regulations 2003

20. Confidentiality Policy

Purpose

To ensure that confidential information about participants, parents, personnel and the operation of the Academy is handled with appropriate discretion.

Principles

- Confidential information is shared only on a strict need-to-know basis.
- Confidentiality is not absolute: safeguarding concerns are shared with the DSO and, where appropriate, with statutory agencies, irrespective of any promise of confidentiality.
- Coaches and volunteers do not promise unconditional confidentiality to a participant disclosing harm.
- Information is shared in accordance with the Information Sharing Policy (Section 53 of this Manual).

Practical Application

- Conversations relating to a participant's welfare take place in private.
- Records are not left visible on screens, desks or in vehicles.
- Personnel do not discuss participants outside the Academy.
- Breach of confidentiality is treated as a disciplinary matter.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	UK GDPR; Common law duty of confidence

21. Medical Information Policy

Purpose

To ensure that the Academy holds adequate and accurate medical information about every participant to provide coaching safely and to respond appropriately in an emergency.

Collection

- Every participant under 18 completes a Medical Information Form at registration, signed by a parent or guardian.
- Adult participants complete the form on their own behalf.
- Information is updated annually and on any material change of condition.

Information Recorded

- Medical conditions, allergies, medication, GP contact, emergency contact, dietary requirements.
- Any reasonable adjustments required.

Use

- Coaches in charge of a session are briefed on relevant medical information for that session's participants before the session begins.
- Medical information is treated as special category data under UK GDPR Article 9 and stored under enhanced security.
- Information is shared with emergency services where necessary to protect the vital interests of the participant.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	UK GDPR Article 9; Equality Act 2010

22. Medication Policy

Purpose

To establish safe procedures for the holding and administration of medication during coaching sessions.

General Principle

3D Cricket Academy does not, as a general rule, administer medication. The expectation is that participants self-administer prescribed medication under the supervision of their parent or, where age-appropriate, independently.

Permitted Practice

- Participants may carry and self-administer reliever inhalers, EpiPens, insulin and other emergency medication prescribed to them.
- Where a participant is too young to self-administer or has additional needs, a Medication Authorisation Form is completed in advance authorising a named coach to assist.
- Assistance is limited to handing the medication to the participant and observing them administering it, unless the form expressly authorises further intervention.

Storage

- Emergency medication is kept on or close to the participant at all times during the session, not stored in a bag elsewhere.
- Coaches are briefed on the location of any participant's emergency medication.

Recording

Any administration of medication is recorded on an Incident Report Form and the parent is informed at the end of the session.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Medicines Act 1968; Children Act 1989

23. First Aid Policy

Purpose

To ensure that prompt and competent first aid is available at every coaching session.

Provision

- At least one Emergency First Aid at Work qualified person is present at every session.
- Coaches working with under-18s additionally hold a paediatric first aid qualification where reasonably practicable.
- A fully stocked first aid kit is available at every session and checked monthly.
- An automated external defibrillator (AED) is available at the principal venue and its location is known to all coaches.

Procedure for Minor Injuries

- Assess the injury and the safety of the surroundings.
- Treat in accordance with first aid training, with the participant's consent.
- Record the injury on an Accident Report Form.
- Inform the parent or guardian at the end of the session.

Procedure for Serious Injuries

- Call 999 and request the appropriate emergency service.
- Provide first aid pending the arrival of emergency services.
- Contact the participant's parent or guardian immediately.
- Send a coach with the participant if hospitalised and a parent has not arrived.
- Complete an Accident Report Form and notify the DSO and Academy Director the same day.
- Where the incident is reportable under RIDDOR, notify the Health and Safety Executive within the prescribed timeframe.

Body Map

Where an injury is observed that is unexplained, inconsistent with the account given or raises any safeguarding concern, the coach completes a Body Map Injury Form and reports immediately to the DSO.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
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Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; Health and Safety (First-Aid) Regulations 1981; RIDDOR 2013

24. Accident Reporting Procedure

Purpose

To ensure that every accident, however minor, is recorded so that patterns can be identified, prevention measures introduced and statutory obligations met.

Definition

An accident is an unintended event causing injury or having the potential to cause injury.

Procedure

- Render first aid and ensure the participant is safe and stable.
- Complete an Accident Report Form before the end of the session.
- Submit the form to the DSO within 24 hours.
- Notify the parent or guardian on the day.
- Where the accident is reportable under RIDDOR (specified injuries, over-7-day incapacitation, dangerous occurrences, fatalities), the Academy Director notifies the HSE.

Review

The DSO maintains the central accident log and reviews trends quarterly with the Academy Director.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	RIDDOR 2013; Health and Safety at Work etc. Act 1974

25. Incident Reporting Procedure

Purpose

To capture and respond to incidents which, while not constituting accidents or safeguarding referrals, require recording.

Examples of Reportable Incidents

- Disruptive behaviour or breach of code of conduct.
- Near-misses or unsafe practices.
- Verbal altercations between participants, parents or staff.
- Damage to property.
- Late collection of a participant.
- Refusal of a parent to accept the Codes of Conduct.

Procedure

- The coach in charge completes an Incident Report Form before the end of the session.
- The form is submitted to the DSO within 24 hours.
- The DSO reviews the form and decides whether further action is required, including escalation to the Safeguarding Reporting Procedure where appropriate.
- Outcomes are recorded against the original report.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	ECB Safe Hands

26. Safeguarding Reporting Procedure

Purpose

To set out the steps to be followed by anyone who is the recipient of a disclosure, witnesses abuse, or has a concern about the welfare of a child or adult at risk.

If a Child Discloses

- Listen calmly and without interruption.
- Do not investigate, lead or ask leading questions.
- Take the disclosure seriously.
- Do not promise confidentiality. Explain that you may need to share what they have told you to keep them safe.
- Reassure them that they have done the right thing in telling you.
- Note exactly what was said, in the participant's own words, as soon as practicable thereafter.
- Report to the DSO immediately and complete a Safeguarding Concern Report Form.

Reporting Routes

- Concern about a participant: report to DSO.
- Concern about a coach or volunteer (allegation): report to the Academy Director and the LADO.
- Concern about the DSO: report to the Academy Director and the LADO.
- Concern about the Academy Director: report to the LADO and the ECB Safeguarding Team.
- Where a child is in immediate danger: call 999.

DSO Action

- Acknowledge receipt of the report and record on the safeguarding log.
- Assess the concern and consult the ECB Safeguarding Team where indicated.
- Refer to children's social care or the police as required, without delay where a child is at risk of harm.
- Notify the LADO of any allegation against a person in a position of trust within one working day.
- Liaise with statutory agencies and follow their direction.
- Communicate appropriately with the parent or guardian, save where to do so would place the child at greater risk.
- Record outcomes and retain securely in accordance with the Record Keeping Policy.

Timescales

Concern raised with DSO	Same day
DSO assessment and decision	Within 24 hours
Referral to children's social care (where required)	Same day

LADO referral (allegation against trusted person)	Within 1 working day
Police referral (where required)	Immediate where a child is at risk

Document Control

Document Owner	Designated Safeguarding Officer
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Next Review Date	October 2027
Relevant Legislation / Guidance	Children Act 1989; Children Act 2004; Working Together to Safeguard Children (2023); ECB Safe Hands

27. Whistleblowing Policy

Purpose

To enable personnel, parents and others to raise concerns about wrongdoing, malpractice or safeguarding failures within 3D Cricket Academy without fear of reprisal.

Protection

This Policy is underpinned by the Public Interest Disclosure Act 1998, which protects workers from detriment for making a protected disclosure. The Academy will not tolerate any victimisation of a person making a disclosure in good faith.

Matters Covered

- Criminal offences.
- Breach of legal or regulatory obligation.
- Miscarriage of justice.
- Endangerment of health or safety.
- Safeguarding failures or cover-ups.
- Concealment of any of the above.

Routes for Disclosure

- Internally to the DSO or Academy Director.
- Where the disclosure concerns the DSO or Director, to the ECB Safeguarding Team.
- Externally to the LADO, the police, the ICO, the Charity Commission (if applicable) or the HSE.
- To a prescribed person under the Public Interest Disclosure (Prescribed Persons) Order 2014.

Procedure

- Disclosures may be made verbally or in writing.
- Disclosures are treated as confidential so far as reasonably practicable.
- Anonymous disclosures are considered but may be more difficult to act upon.
- Each disclosure is investigated proportionately and the discloser is informed of the outcome where possible.
- Records are retained securely.

Document Control

Document Owner	Designated Safeguarding Officer
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Relevant Legislation / Guidance	Public Interest Disclosure Act 1998; Employment Rights Act 1996

28. Complaints Procedure

Purpose

To provide a clear and fair mechanism for resolving complaints about the Academy's services, personnel or facilities.

Stage 1 – Informal Resolution

Complaints are raised in the first instance with the relevant coach. The coach will seek to resolve the matter informally within five working days.

Stage 2 – Formal Complaint to DSO / Director

If the matter is not resolved or the complaint relates to a coach, a written complaint is submitted to the DSO or Academy Director using the Complaints Form. Acknowledged within five working days; substantive response within 20 working days.

Stage 3 – Appeal

If the complainant remains dissatisfied, an appeal may be lodged in writing within 14 days of the Stage 2 response. The appeal is heard by a panel comprising the Academy Director and an independent person. The panel's decision is final within the Academy. Outcome communicated within 28 days.

Onward Referral

Where a complaint concerns safeguarding, it is referred to the DSO and dealt with under the Safeguarding Reporting Procedure regardless of the Complaints stage. Complainants retain the right to refer to the ECB Safeguarding Team, Surrey Cricket, the LADO, the ICO or other competent authority.

Records

All complaints, responses and outcomes are recorded in the Complaints Log retained by the Academy Director.

Document Control

Document Owner	Designated Safeguarding Officer
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Next Review Date	October 2027
Relevant Legislation / Guidance	ECB Safe Hands; Equality Act 2010

29. Missing Child Procedure

Purpose

To establish the steps to be taken immediately upon a participant being identified as missing from a coaching session.

Initial Response (within first 10 minutes)

- Coach in charge confirms the participant is not present by reference to the session register.
- A rapid search of the immediate area is carried out by the coach and at least one other adult, while sessions continue safely under another coach.
- Other participants are asked when and where they last saw the missing child.
- Toilets, changing facilities, car park and entrances are checked.

Escalation (after 10 minutes if not located)

- DSO and Academy Director are notified.
- Parent or guardian is contacted.
- Venue security or staff are notified.
- If not located within a further 10 minutes, or sooner if there is reason for immediate concern, the police are called on 999.
- All adults remain reachable and the area is not disturbed beyond what is necessary for the search.

After Location

- The participant is reunited with their parent or guardian.
- The participant is checked for injury and welfare.
- A Missing Child Log is completed by the coach in charge.
- The DSO reviews the incident and identifies any improvements to procedure.
- The Academy Director ensures the Academy's safeguarding insurer and the ECB are notified where required.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	ECB Safe Hands; Children Act 1989

30. Lost Child Procedure

Purpose

To address the situation in which a child arrives at, or is found at, the Academy without an identifiable parent, guardian or known association.

Initial Response

- A coach approaches the child calmly and asks their name and whether they know who has brought them.
- The child is taken to a visible and well-supervised area; never to a private room.
- Two adults remain with the child at all times.
- The session register is checked to confirm whether the child is enrolled or known.

Escalation

- If the child cannot be matched to a parent or guardian within 15 minutes, the DSO is informed and the police are contacted.
- Where the child is in distress or appears at immediate risk, 999 is called without delay.
- Children's social care may be contacted by the DSO if a safeguarding concern is identified.

Records

An Incident Report Form is completed and retained.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Children Act 1989; Children Act 2004

31. Late Collection Procedure

Purpose

To define the steps taken where a parent or guardian fails to collect a participant on time at the end of a coaching session.

Procedure

- At the session end time, the coach in charge supervises any uncollected participant in a visible, public area, with at least one other adult present.
- After 10 minutes, the coach contacts the parent or guardian by telephone.
- After 20 minutes, the secondary emergency contact is called.
- After 30 minutes, the DSO is informed.
- After 60 minutes, where no contact has been made, the police and children's social care are notified.
- Coaches do not transport the child or take the child to a private location.

Recording

Every late collection is recorded on an Incident Report Form. Persistent lateness is addressed with the parent or guardian and may, in extreme cases, result in withdrawal of place.

Document Control

Document Owner	Designated Safeguarding Officer
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Next Review Date	October 2027
Relevant Legislation / Guidance	Children Act 1989; ECB Safe Hands

32. Arrival and Collection Policy

Purpose

To define the procedures by which participants are signed in to and out of coaching sessions, and the point at which the Academy's duty of care begins and ends.

Arrival

- The coach in charge is present at the designated arrival point 10 minutes before the session begins.
- Each participant is signed in on the session register by the parent or guardian, or by the participant themselves if authorised in writing.
- The Academy's duty of care commences upon sign-in.

Parents Remaining On-Site

- Parents and guardians are not required to remain on-site for the duration of a session.
- A parent or guardian may leave a participant under 18 in the Academy's care for the duration of the session provided that they have first signed the Unaccompanied Attendance Consent within the General Consent Form, which authorises the child to attend and remain at the Academy without a parent or guardian being on-site.
- Where no such written consent has been given, a parent or guardian must remain on the premises for the duration of the session.
- Consent may be withdrawn at any time by written notice to the DSO; withdrawal takes effect from the next session.
- Parents remain reachable by the emergency contact numbers provided at all times during the session.
- The Academy is not responsible for the participant before sign-in or after sign-out, in accordance with the Transport Policy (Section 42).

Collection

- Participants under 16 are released only to a parent, guardian or named authorised collector recorded on the registration form.
- Participants aged 16 or over may leave independently where the registration form so authorises in writing.
- Participants under 16 whose parents have signed the Independent Departure Consent may also leave the Academy independently at the end of the session; this consent is separate from the Unaccompanied Attendance Consent and must be given expressly on the registration form.
- The coach in charge signs each participant out on the session register at the point of collection or independent departure.
- The Academy's duty of care ends at the point of sign-out.

Changes of Authorised Collector

Any change to authorised collectors must be communicated to the DSO in writing before the start of the session.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Children Act 1989; ECB Safe Hands

33. Emergency Action Plan

Purpose

To set out a structured response to medical, fire, security, weather, terrorist, missing-person and any other emergency arising during a coaching session.

First Actions in Any Emergency

- Stay calm and assess the situation.
- Ensure the safety of participants by moving them to the nearest safe location where indicated.
- Summon emergency services on 999 where required.
- Render first aid where competent and safe to do so.
- Contact the Academy Director and DSO.
- Contact parents/guardians of affected participants.
- Record the incident contemporaneously.

Roles

Coach in Charge	Leads the on-site response, controls communication with participants.
Second Coach / Assistant	Manages other participants and ensures their safety.
Academy Director	Oversees overall response and external communication.
DSO	Manages safeguarding aspects, statutory notifications and parental communication.

Specific Emergencies

Specific procedures for fire, severe injury, missing child, lost child and weather are set out in dedicated sections of this Manual.

Document Control

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Next Review Date	October 2027
Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; Civil Contingencies Act 2004

34. Fire Evacuation Procedure

Purpose

To set out the procedure for the safe evacuation of all persons from any venue used by 3D Cricket Academy in the event of fire.

On Discovery of Fire

- Sound the alarm by the nearest call point.
- Do not attempt to tackle the fire unless trained and it is safe to do so.
- Call 999 once safely outside.

On Hearing the Alarm

- Coach in charge instructs participants to stop activity and leave belongings behind.
- Participants exit by the nearest available emergency exit, in single file and without running.
- Coach in charge takes the session register and proceeds to the designated assembly point.
- A roll-call is taken at the assembly point.
- No one re-enters the building until the senior fire officer present declares it safe.

Pre-Session Checks

Before each session, the coach in charge confirms that fire exits are unobstructed, that the assembly point is known and that the location of fire alarm call points and extinguishers has been noted.

Drills

Fire evacuation drills are conducted at least annually and recorded.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Regulatory Reform (Fire Safety) Order 2005

35. Severe Injury Procedure

Purpose

To direct the response to any injury that is, or may be, life-threatening or that may cause permanent harm.

Definition

A severe injury includes loss of consciousness, suspected fracture of a major bone, suspected spinal injury, severe head injury, breathing difficulty, anaphylaxis, severe bleeding, cardiac arrest or any injury for which the coach considers urgent medical attention is required.

Procedure

- Do not move the participant unless they are in further imminent danger.
- Call 999 immediately.
- Render first aid within the limits of training.
- Call the parent or guardian and the DSO.
- Clear the area of other participants and move them to a calm, supervised location.
- A second coach remains with the participant until ambulance arrival.
- A coach accompanies the participant to hospital if a parent has not arrived.
- Complete an Accident Report Form and Body Map (Appendices H and K) as soon as practicable.
- Notify HSE under RIDDOR where the injury is reportable.
- Notify the Academy's insurer.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; RIDDOR 2013

36. Concussion Policy

Purpose

To manage suspected head injury and concussion in line with the ECB Concussion and Head Injury Guidance and the UK Sport Concussion Guidelines.

Recognition

- Any blow to the head or body that may transmit force to the head requires assessment.
- Symptoms include: headache, dizziness, confusion, nausea, vomiting, drowsiness, visual disturbance, balance issues, memory loss, emotional changes.
- "If in doubt, sit them out."

Immediate Action

- Remove the participant from the session immediately.
- Do not leave the participant unattended.
- If any red-flag symptom is present (loss of consciousness, deteriorating consciousness, severe headache, repeated vomiting, seizure, weakness in limbs), call 999.
- Contact the parent or guardian and arrange for the participant to be assessed by a healthcare professional.

Return to Coaching

- No participant returns to coaching on the day of a suspected concussion.
- Return to coaching requires written medical clearance and a graduated return-to-play protocol of at least 21 days for under-19s in line with current ECB guidance.
- The DSO maintains a Concussion Log noting incident, professional assessment and clearance for return.

Records

Every suspected concussion is recorded on an Accident Report Form regardless of severity.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	ECB Concussion and Head Injury Guidance; UK Sport Concussion Guidelines

37. Health and Safety Policy

Purpose

To discharge the Academy's duties under the Health and Safety at Work etc. Act 1974 and associated regulations.

Statement

3D Cricket Academy is committed to providing a safe environment for all employees, contractors, participants and visitors. So far as is reasonably practicable, the Academy will:

- Provide and maintain safe premises and equipment.
- Conduct and review risk assessments for all activities.
- Provide adequate information, instruction, training and supervision.
- Ensure safe systems of work.
- Consult with personnel on health and safety matters.
- Maintain adequate insurance.

Responsibility

- Academy Director: overall responsibility for health and safety.
- Coaches: day-to-day responsibility for the safety of their session.
- All personnel: duty under section 7 to take reasonable care for own safety and that of others.
- Participants and parents: cooperation with all reasonable safety instructions.

Insurance

The Academy holds public liability insurance with a minimum limit of indemnity of £5 million and employer's liability insurance of £10 million. Certificates are displayed at principal venues and available on request.

Document Control

Document Owner	Designated Safeguarding Officer
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Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Employers' Liability (Compulsory Insurance) Act 1969

38. Risk Assessment Procedure

Purpose

To identify hazards arising from Academy activities and venues and to control the resulting risks to acceptable levels.

Procedure

- A documented risk assessment is in place for every activity type, venue and equipment category, using the Risk Assessment Template.
- Risk assessments are reviewed annually and following any significant incident or change.
- Risk assessments identify hazards, persons at risk, existing controls, additional controls required and residual risk rating.
- Coaches review the applicable risk assessment before each session and brief participants on the controls in place.

Dynamic Risk Assessment

Coaches conduct a dynamic risk assessment at the start of every session, considering venue condition, weather, equipment, participant numbers, presence of new participants and any other relevant factor.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Management of Health and Safety at Work Regulations 1999

39. Equipment Safety Policy

Purpose

To ensure that all coaching equipment is appropriate, safe, well-maintained and used correctly.

Standards

- All equipment is age and skill appropriate and complies with the relevant British Standard or equivalent.
- Personal protective equipment (helmet, pads, gloves, abdominal guard, mouth-guard where used) is mandatory in line with the ECB Junior Helmet Guidance and the Academy's session protocols.
- Equipment is inspected before each session and faults reported immediately and withdrawn from use.
- Equipment is stored securely and out of reach of unsupervised children.

Specific Items

- Cricket balls: hardness appropriate to age group (incrediball, windball, junior, senior leather).
- Bats: weight and length appropriate to age group.
- Helmets: BS7928:2013 (or successor) compliant and individually fitted.
- Stumps, bowling machines and netting: inspected before each session.

Document Control

Document Owner	Designated Safeguarding Officer
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Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; Provision and Use of Work Equipment Regulations 1998; ECB Junior Helmet Guidance

40. Indoor Net Safety Rules

Purpose

To control the specific risks of indoor cricket net coaching.

Pre-Session Checks

- Nets, netting frames and roof attachments are visually inspected for damage and secure mounting.
- Floor surface is clean, dry and free of obstruction.
- Ball type and bat type are confirmed against the session plan.
- First aid kit and AED location are confirmed.

Session Rules

- Helmets are worn by all participants batting against a hard ball.
- Helmets are worn by all wicket-keepers standing up to the stumps.
- Only one batter is in the net at any time.
- Other participants stand outside the netting until invited by the coach.
- Bowling machines are operated only by a coach; no participant approaches the machine while it is on.
- Loose balls are retrieved only when bowling has stopped.
- Bats are not swung outside the net.
- Footwear is appropriate non-marking indoor footwear.

Coach-to-Participant Ratios

Indoor net sessions for participants under 18 are delivered to a maximum ratio of 1 coach to 8 participants for general coaching, and 1 coach to 4 participants where pace bowling against a hard ball is involved.

Document Control

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Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; ECB Safe Hands

41. Outdoor Training Safety Rules

Purpose

To control the specific risks of outdoor cricket coaching, including those arising from the playing surface, weather and surroundings.

Pre-Session Checks

- Pitch, outfield and net area are inspected for hazards including foreign objects, animal fouling, holes, slippery surfaces and damage.
- Boundary perimeter is checked for hazards within five metres.
- Sight-screens, mobile cages and equipment are secured against wind.
- Sun cream and hydration are available in warm weather.

Session Rules

- Participants wear appropriate footwear, headwear (in sun) and protective equipment.
- Coaches monitor weather throughout the session and apply the Weather Policy.
- Activity is paused for any approach by an animal, member of the public or unidentified vehicle.
- Spectators are kept behind the boundary.
- Vehicles are parked at a safe distance and parents do not drive across coaching areas.

Coach-to-Participant Ratios

Outdoor sessions are delivered to a maximum ratio of 1 coach to 10 participants for general coaching, and 1 coach to 6 participants for pace bowling activities, subject to dynamic risk assessment.

Document Control

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Next Review Date	October 2027
Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974

42. Transport Policy

Purpose

To make clear that 3D Cricket Academy is a coaching academy only and does not organise, arrange, provide or supervise transport of any kind. This Policy defines where the Academy's responsibility for a participant's journey begins and ends and sets out the corresponding responsibilities of parents, guardians and adult participants.

Statement of Position

- 3D Cricket Academy provides cricket coaching sessions only.
- At the date of this Manual, the Academy does not organise, arrange, fund, endorse, contract for or otherwise provide transport to or from coaching sessions, whether by minibus, taxi, hire car, private hire or any other means.
- At the date of this Manual, the Academy does not organise matches, fixtures, tournaments, away games, trips, tours or any other activity requiring travel beyond the venue of the booked session.
- The Academy may, in the future and as circumstances allow, introduce such activities (for example friendly matches, festivals or away coaching trips). Any such activity will be introduced only after additional risk assessments, parental consents, supervision ratios, transport arrangements and insurance cover have been put in place, and parents and participants will be notified in advance. Until that point, the position set out below applies in full.
- All participants are responsible for making their own way to and from the Academy.
- Parents and guardians are solely responsible for arranging and supervising transport for participants under 18, including the timeliness, safety and lawfulness of that transport.
- Adult participants are responsible for arranging their own transport.
- The Academy accepts no responsibility or liability whatsoever for any aspect of a participant's journey to or from the Academy, including but not limited to delay, injury, loss or damage occurring during that journey.

Duty of Care – Commencement and Cessation

- The Academy's duty of care to a participant commences only once that participant has been signed in to a coaching session on the session register by a coach.
- The Academy's duty of care ends at the conclusion of the session, at the point the participant is signed out on the session register and either (a) collected by an authorised collector, or (b) leaves independently where the parent or guardian has given prior written authorisation for independent departure on the registration form.
- Before sign-in and after sign-out, the participant is the sole responsibility of the parent or guardian (or themselves, if adult).
- Time spent in the car park, on approach to the venue, or in any area outside the designated coaching area before sign-in or after sign-out is not within the Academy's duty of care.

Lift-Sharing

- Any lift-sharing arrangement between parents is a private arrangement between those parents.

- The Academy does not organise, facilitate, endorse, vet or supervise any such arrangement.
- The Academy does not pass on contact details between parents for this purpose without explicit consent.
- Parents entering such arrangements are responsible for satisfying themselves as to the suitability and insurance of the driver, the road-worthiness of the vehicle and the safety of the journey.

Personal Vehicles of Coaches, Staff and Volunteers

- Coaches, employees, contractors and volunteers of the Academy must not transport any participant in their personal vehicle.
- The sole exception is a genuine safeguarding emergency in which no other reasonable option exists to secure the safety or welfare of the participant (for example, where a participant is left in unsafe circumstances at the end of a session and no parent, guardian or emergency contact can be reached, and where the police or children's social care have authorised or directed transport).
- Where such an emergency arises, two adults must be present in the vehicle wherever practicable, the journey is recorded in writing immediately afterwards, and the Academy Director and DSO are informed without delay.
- Breach of this requirement is treated as serious misconduct under the Staff Code of Conduct.

Public Transport, Cycling and Walking

- Where a participant under 18 is permitted by their parent or guardian to walk, cycle or use public transport to and from the Academy, this is the responsibility of the parent or guardian.
- Such authorisation must be given in writing on the registration form and updated annually.
- The Academy provides no supervision before sign-in or after sign-out and makes no representation as to the safety of any route.

Insurance

The Academy's public liability insurance covers Academy-led coaching activities. It does not cover transport to or from the Academy. Parents and adult participants are responsible for ensuring that any vehicle in which they travel is appropriately insured.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Children Act 1989; Road Traffic Act 1988; ECB Safe Hands

43. Group Coaching Policy

Purpose

To regulate the planning, delivery and supervision of group coaching sessions at 3D Cricket Academy and to make clear that the Academy delivers structured group coaching only, with no matches, fixtures, tournaments or competitions of any description.

Scope and Nature of Group Coaching

- All group sessions are coaching sessions only, focused on the development of cricket skills through drills, technical work, conditioned practices and small-sided games used as coaching tools.
- At the date of this Manual, the Academy does not arrange, host or participate in matches, fixtures, tournaments, leagues or competitions. The Academy may introduce such activities in the future, in which case dedicated policies and consents will be developed and notified to parents and participants before any such activity takes place.
- Conditioned practices used during a session are coaching exercises only and are not matches.
- Participants are not currently selected for representative teams and the Academy makes no team selections at the date of this Manual.

Supervision Ratios

Coach-to-participant ratios are set in line with ECB Safe Hands guidance and dynamic risk assessment. The Academy operates the following minimum ratios. Lower ratios may be required where the dynamic risk assessment so indicates.

Under 8 (group coaching)	1 coach : 8 participants, minimum 2 adults present
Under 12 (group coaching)	1 coach : 10 participants, minimum 2 adults present
Under 18 (group coaching, soft / training ball)	1 coach : 12 participants
Under 18 (hard ball, pace bowling)	1 coach : 6 participants, helmets mandatory
Adult group coaching	1 coach : 12 participants
Participants with additional needs	Adjusted by individual risk assessment, minimum 1:4

Registration and Sign-In

- Every participant is registered in advance through the Academy's booking system; drop-ins are not accepted without completed registration.
- A coach is present at the designated sign-in point from 10 minutes before the published start time.
- Each participant is signed in by the parent, guardian or (where authorised) the participant.
- The session register records: participant name, time of sign-in, name of authorised collector, any relevant medical alert, and any notes for the session.

Attendance Registers

- The session register is maintained throughout the session by the coach in charge.
- Any participant arriving late is added to the register and the time of arrival is noted.
- Any early departure is noted with the time and the person collecting.
- Registers are retained in line with the Record Keeping Policy and reviewed by the DSO.

Player Supervision During the Session

- Participants remain within the designated coaching area at all times.
- Coaches maintain visual line of sight on every participant.
- Where the session moves between areas (e.g. indoor net to outdoor warm-up zone), the coach in charge counts participants before and after the move.

Drinks Breaks

- Drinks breaks are taken in a visible area within the coaching environment.
- Participants do not leave the area unaccompanied during a drinks break.
- Coaches encourage and monitor hydration in accordance with the Hydration and Welfare Policy.

Late Arrival

- Late arrivals are signed in on the register by the parent or guardian.
- The coach in charge briefs the late arrival on any safety information already delivered before integrating them into the session.
- Late arrival does not extend the published session end time.

Early Collection

- Early collection requires advance notice to the coach in charge wherever possible.
- The participant is signed out on the register at the time of collection by the authorised collector.
- Where a participant aged 16 or over is authorised to leave independently, early departure is signed by the participant.

Behaviour Expectations

All participants adhere to the Player Code of Conduct (Section 9). Behaviour issues are managed in accordance with the Behaviour Management Policy (Section 12).

Coach Responsibilities

- Plan the session, including objectives, drills, equipment and risk controls.
- Conduct pre-session inspection of venue and equipment.
- Brief participants on safety, expectations and session content.
- Maintain and supervise the session register.
- Implement the relevant ratio and ensure assistance is available where needed.
- Report concerns, incidents and accidents in line with this Manual.
- End the session at the published time and supervise sign-out.

Parent Responsibilities

- Ensure timely arrival, sign-in and collection.
- Provide accurate medical and emergency information.
- Communicate any concern to the coach or DSO promptly.
- Adhere to the Parent Code of Conduct.

Safeguarding During Group Coaching

- A minimum of two adults are present at every group session involving under-18s.
- Coaches remain visible to one another wherever practicable.
- Toilet and welfare procedures follow the Toilet Supervision Guidance.
- Any safeguarding concern is reported to the DSO in line with Section 26.

Injury and Emergency Procedures During Sessions

Injuries are dealt with under the First Aid, Severe Injury and Concussion policies. The Emergency Action Plan, Fire Evacuation Procedure and Missing Child Procedure apply at all sessions.

Duty of Care

The Academy's duty of care commences when a participant is signed in to the session and ends when they are signed out at the conclusion of the session, as set out in the Arrival and Collection Policy (Section 32) and the Transport Policy (Section 42).

Document Control

Document Owner	Designated Safeguarding Officer
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Next Review Date	October 2027
Relevant Legislation / Guidance	ECB Safe Hands; Children Act 1989; Health and Safety at Work etc. Act 1974

44. Weather Policy

Purpose

To ensure that decisions to proceed with, modify, suspend or cancel coaching are made promptly and safely in light of prevailing and forecast weather.

Decision Maker

The Coach in Charge is responsible for the weather-related decision in respect of any individual session, in consultation with the Academy Director where significant. Decisions are made on the basis of safety, not convenience.

Heat

- In hot conditions (above 25°C), coaches schedule frequent water breaks, increase rest periods, ensure shade is available and monitor participants for signs of heat stress.
- Above 30°C, sessions are modified to reduce intensity, shorten drill duration, extend rest intervals and increase hydration prompts.
- Sessions may proceed in temperatures of 35°C and above provided that suitable precautions are put in place, including but not limited to: shortened session duration, more frequent and longer rest breaks in shade, sun cream and headwear, cold water on demand, dropping high-intensity activity in favour of lower-intensity technical work, and constant observation for signs of heat exhaustion or heat stroke.
- The Coach in Charge may cancel, curtail or relocate any session at their discretion at any time if, in their judgement, conditions become or are becoming unsafe for participants.
- Parents and adult participants likewise retain the discretion to withdraw a participant from a session at any time on welfare grounds, without penalty.
- Where a public heat-health alert is issued at Amber or Red level by the UK Health Security Agency or Met Office, the Coach in Charge, in consultation with the Academy Director, will review whether to proceed, modify or cancel the session.

Cold

- In cold conditions, participants wear additional layers and warm-up periods are extended.
- Sessions are cancelled where the perceived temperature falls below -2°C or surfaces become unsafe.

Rain and Wet Surfaces

- Light rain may permit continuation on outdoor surfaces; heavy or prolonged rain leading to slippery surfaces requires cancellation or relocation indoors.

Wind

- In strong winds, mobile cages, sight-screens and other large items are secured or removed.
- Sessions are cancelled where wind speeds are forecast above 50 mph or where flying debris is a risk.

Lightning

- Outdoor activity ceases immediately at the first sign of lightning or thunder.
- Participants are moved indoors to a substantial structure.
- Activity may not resume until 30 minutes have elapsed since the last sound of thunder.

Communication

Cancellations are communicated by the Academy to all registered participants by [SMS / email / app notification] at least 60 minutes before the session start time wherever practicable.

Document Control

Document Owner	Designated Safeguarding Officer
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Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; ECB Safe Hands

45. Hydration and Welfare Policy

Purpose

To safeguard the physical welfare of participants through proper hydration, rest and care during coaching.

Hydration

- Every participant is required to bring a personal, named drinks bottle to every session.
- Water is available at every session as a backup.
- Drinks breaks are scheduled at intervals of no more than 30 minutes, and more frequently in heat.
- Energy drinks containing caffeine or stimulants are not permitted for participants under 16.

Welfare Considerations

- Participants are not required to continue activity if they report feeling unwell.
- Coaches are alert to signs of heat exhaustion, dehydration, hypoglycaemia and excessive fatigue.
- Coaches encourage adequate nutrition before sessions and respect dietary requirements recorded on the Medical Information Form.

Document Control

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Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974

46. Supervision Ratios

Purpose

To codify the minimum coach-to-participant ratios applied by the Academy. This Section consolidates ratios referenced in other policies for ease of reference.

Minimum Ratios

Under 8 group coaching	1:8, minimum 2 adults present
Under 12 group coaching	1:10, minimum 2 adults present
Under 18 group coaching (soft / training ball)	1:12
Under 18 group coaching (hard ball, pace bowling)	1:6, helmets mandatory
Adult group coaching	1:12
One-to-one coaching of under 18s	1:1 in open, visible, public space, with second adult on site
Participants with additional needs	Set by individual risk assessment, minimum 1:4

Adjustments

Ratios are minimums. Coaches are required to adjust downwards (more coaches per participant) based on dynamic risk assessment, considering experience level, intensity of activity, environment, behaviour profile and any additional needs.

Document Control

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Relevant Legislation / Guidance	ECB Safe Hands

47. Lone Working Policy

Purpose

To address the risks to personnel and participants where a coach or other worker is or would otherwise be working alone with a participant.

Principles

- Coaching of an under-18 participant is not conducted with a single adult present alone in an otherwise unoccupied building.
- Where one-to-one coaching is conducted, it is undertaken in an open, visible space and a second adult is present in the building wherever practicable.
- Coaches are not the first to arrive at, or the last to leave, the venue alone with a single participant.
- Where there is unavoidable delay in collection, the coach remains in a visible area and follows the Late Collection Procedure.

Personnel Safety

Where personnel work alone in administrative or preparatory tasks, they sign in and out, carry a mobile phone, and notify a colleague of their location. Lone-working risk assessments are reviewed annually.

Document Control

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Next Review Date	October 2027
Relevant Legislation / Guidance	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999

48. Changing Room Policy

Purpose

To safeguard participants where changing room facilities are available at a venue used by the Academy.

General Principles

- This Policy applies only where the venue provides changing room facilities. Many sessions are delivered without recourse to changing rooms; in such cases participants arrive dressed for activity.
- Adults and children do not change in the same area.
- Adults do not enter changing areas in use by children other than where the venue's design makes this unavoidable, and never alone with a single child.
- Photography and use of mobile phones in changing rooms is prohibited absolutely.
- Disabled participants requiring assistance changing are accompanied by their own nominated carer; coaches do not assist with changing other than in a documented and consented protocol agreed in writing in advance.

Mixed-Sex Considerations

- Where mixed-sex coaching is delivered, separate changing facilities are made available where the venue provides them.
- Trans and non-binary participants use the facility in which they feel most comfortable; the Academy supports individual arrangements as required.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	Equality Act 2010; ECB Safe Hands

49. Toilet Supervision Guidance

Purpose

To safeguard participants while using toilet facilities during sessions.

Procedure

- Younger participants (under 8) are escorted to the toilet area by a parent where present or, otherwise, by two adults who remain outside the cubicle.
- Participants aged 8 and over use the toilet independently, but inform the coach in charge before doing so.
- Coaches do not enter cubicles or remain unaccompanied with a single child in a toilet area save in a documented emergency.
- Where a participant has additional needs requiring intimate care, a separate written care plan is agreed with parents in advance.
- Long absences are investigated by a coach knocking on the door, or asking another adult to do so where the coach is of a different sex.

Document Control

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Relevant Legislation / Guidance	ECB Safe Hands

50. Mobile Phone Policy

Purpose

To control the risks associated with mobile phones in the coaching environment.

Participants

- Mobile phones brought to sessions are kept in bags during coaching activity.
- Phones are not used to photograph or film other participants.
- Use of phones during drinks breaks is discouraged.

Personnel

- Personnel keep personal phones out of sight during sessions and do not use them other than for emergency or operational reasons.
- Personnel do not photograph or film participants using personal phones.
- Personnel do not communicate with participants via personal phone numbers.
- Academy-issued phones, where provided, are subject to the Personal Device Policy and may be used for safeguarding purposes (e.g. contacting parents).

Document Control

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Next Review Date	October 2027
Relevant Legislation / Guidance	UK GDPR; ECB Safe Hands

51. Personal Device Policy

Purpose

To govern the use of personal electronic devices (phones, tablets, laptops, smartwatches) in connection with Academy activities.

Use by Personnel

- Personnel are required, wherever practicable, to use Academy-issued devices for Academy business.
- Where a personal device is used (e.g. for occasional remote work), it must be password-protected, encrypted and enrolled in the Academy's device management system if used for personal data.
- Personal devices used for Academy work are subject to inspection in the event of a safeguarding investigation.

Use by Participants

- Wearable devices (smartwatches, fitness trackers) are permitted but must not be used to capture image or sound during sessions.
- Devices with internet-connected camera functionality (e.g. video glasses) are not permitted in coaching areas.

Security

Personal devices containing Academy data are wiped of that data upon termination of engagement.

Document Control

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Relevant Legislation / Guidance	UK GDPR; Data Protection Act 2018

52. Recording Safeguarding Concerns

Purpose

To establish a consistent standard for the contemporaneous and accurate recording of safeguarding concerns.

What is Recorded

- Date, time and location of the disclosure or observation.
- Identity of the person making the report and persons present.
- Account in the participant's own words, so far as recoverable, distinguishing direct speech from paraphrase.
- Observable facts (demeanour, marks, behaviour) – not interpretations.
- Action taken and to whom referred, with times.
- Any subsequent action, by whom and when.

How it is Recorded

- On a Safeguarding Concern Report Form (Appendix J).
- Written contemporaneously or as soon as practicable thereafter.
- Signed and dated by the person making the record.
- Stored in line with the Confidential Storage of Documents Policy.

Standard

Records must be of evidential quality, sufficient to support statutory referral and any subsequent legal process.

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Relevant Legislation / Guidance	Working Together to Safeguard Children (2023); Data Protection Act 2018

53. Information Sharing Policy

Purpose

To enable the appropriate and lawful sharing of personal information for safeguarding purposes.

Principles (Information Sharing Guidance 2024)

- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Shared without consent where the safety of a child is at risk and consent cannot or should not be sought.
- Recorded, with reasons for sharing or not sharing documented.

Lawful Bases for Sharing

- Vital interests of the data subject or another person (UK GDPR Article 6(1)(d) and Article 9(2)(c)).
- Substantial public interest in safeguarding (Article 9(2)(g) and Schedule 1 Part 2 DPA 2018).
- Legal obligation (Article 6(1)(c)).

With Whom We Share

- Children's social care.
- The Local Authority Designated Officer (LADO).
- Police.
- ECB Safeguarding Team and Surrey Cricket safeguarding lead.
- Other regulators and prescribed persons as required.
- Health professionals in the event of a medical emergency.

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Relevant Legislation / Guidance	UK GDPR; Data Protection Act 2018; Working Together to Safeguard Children (2023); Information Sharing Advice for Practitioners (HM Government)

54. Record Keeping Policy

Purpose

To prescribe the records kept by the Academy and the periods for which they are retained.

Retention Schedule

Participant registration and consent forms	Duration of engagement plus 7 years
Session registers	3 years
Accident records	Adult: 6 years; Under 18: until the participant's 25th birthday
Incident records (non-safeguarding)	6 years
Safeguarding concern records	Until the participant's 25th birthday at minimum; longer where statutory guidance requires
DBS check records	Disclosure number and date only; certificate not retained beyond 6 months
Staff personnel files	7 years from end of engagement
Financial records	7 years
Medical Information Forms	Duration of engagement plus 7 years
Photography / video consent records	Duration of consent plus 3 years
Complaints records	6 years

Disposal

Records are disposed of securely at the end of the retention period: paper records are shredded; electronic records are deleted using secure-deletion procedures.

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Relevant Legislation / Guidance	UK GDPR; Data Protection Act 2018; Limitation Act 1980; Independent Inquiry into Child Sexual Abuse retention guidance

55. Confidential Storage of Documents

Purpose

To ensure that confidential and personal data are stored securely against unauthorised access, loss or damage.

Paper Records

- Stored in a locked cabinet within a locked office.
- Keys held by the DSO and Academy Director only.
- Records signed in and out where removed from the cabinet.

Electronic Records

- Stored on encrypted, access-controlled systems.
- Access on a least-privilege basis.
- Multi-factor authentication required for all administrative accounts.
- Backups taken weekly to a secondary encrypted location and tested quarterly.

Off-Site Working

- Personal data is not removed from the Academy's premises or systems other than where strictly necessary, and only via encrypted means.
- Personal data is not stored on personal devices unless enrolled in the Academy's device management system.

Document Control

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Relevant Legislation / Guidance	UK GDPR; Data Protection Act 2018

56. Policy Review Procedure

Purpose

To ensure that this Manual remains current, accurate and compliant with applicable law and guidance.

Review Cycle

- This Manual is reviewed in its entirety annually by the DSO.
- Individual policies are reviewed on the dates specified in their Document Control blocks.
- Out-of-cycle review is triggered by any of: significant safeguarding incident; change in legislation or ECB guidance; outcome of an audit, complaint or external inquiry; or organisational change.

Approval

- Amendments are recommended by the DSO and approved by the Academy Director.
- Material amendments are notified to personnel, parents and Surrey Cricket and the ECB where required.

Version Control

Each version of this Manual is numbered sequentially, dated and superseded versions are archived. Personnel are required to acknowledge in writing that they have read and understood each new version.

Document Control

Document Owner	Designated Safeguarding Officer
Date Approved	October 2026
Next Review Date	October 2027
Relevant Legislation / Guidance	ECB Safe Hands

End of Manual

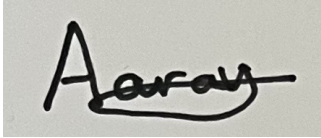
This Manual was produced for 3D Cricket Academy as a comprehensive safeguarding framework, comprising 56 numbered policy sections. It is issued alongside the Academy's separate suite of operational forms (registration, consent, medical, accident, incident, safeguarding concern, complaints and related templates), which are held and controlled as distinct documents. This Manual is suitable for sharing with parents, participants, schools, local authorities, insurers, venue providers, the ECB and external auditors.

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Approval and Authorisation

This Safeguarding Manual, comprising 56 numbered policy sections, is approved and adopted by 3D Cricket Academy with effect from October 2026. It supersedes all prior safeguarding documentation. The next scheduled review is October 2027.

Signed:

A handwritten signature in black ink on a light grey background. The signature is stylized, starting with a large 'A' and ending with a horizontal line.

Aarav Rajnikanth

Academy Director, 3D Cricket Academy

Date: October 2026