



KOWLOON CRICKET CLUB

Policy (POL) for Sports & Leisure Department: Children's Safeguarding of Children at both Club Premises and External Venues

Document Number: SNL-MSD-POL-001

Date of Draft Preparation: 28th May 2026

Effective Date: 1st June 2026

Department: Sports & Leisure Department

Purpose

Kowloon Cricket Club ("the Club") is committed to creating and maintaining a **safe, supportive, and enjoyable environment** for all children participating in Club activities, including but not limited to the KCC Youth Football Programme and any other coaching services arranged by the Club.

The Club has **zero tolerance** for abuse, neglect, or harm of any kind. The welfare of every child is paramount, and all children, regardless of age, gender, race, religion, ability, or background, have an equal right to protection from harm.

Scope

- All KCC employees and volunteers who work with or come into contact with children;
- All **service providers** (including Asia Pacific Soccer Schools Ltd and any individual coaches) and their personnel engaged by the Club to provide coaching or other services to children;
- Any temporary staff, contractors, or third parties acting on behalf of the Club in relation to children's activities.

This policy covers all Club premises (including the main ground, swimming pool, changing rooms, and playroom areas) and any offsite locations used for Club activities.

Key Principles

The Club operates on the following safeguarding principles:



KOWLOON CRICKET CLUB

Principle	Meaning
Welfare first	The child's safety and well-being come before winning, performance, or commercial considerations.
Zero tolerance	Any form of abuse, neglect, bullying, or inappropriate behaviour is unacceptable and will be acted upon immediately.
Shared responsibility	Everyone involved with children at the Club is responsible for safeguarding.
Proportional response	Concerns will be taken seriously and responded to appropriately, without over-reaction or under-reaction.
Confidentiality with limits	Information will be shared only with those who need to know, but cannot be kept secret if a child is at risk of harm.

Definitions

For the purpose of this policy:

- **"Child"** means any person under the age of 18 years.
- **"Abuse"** includes physical, emotional, sexual abuse, neglect, and bullying (including cyberbullying).
- **"Service Provider Personnel"** includes coaches, assistant coaches, and any employees, agents, or subcontractors of a service provider.

Required Conduct for Coaches & Staff

- All KCC staff, volunteers, and service provider personnel must:

Do	Do Not
Treat all children with respect and dignity.	Engage in rough, physical, or sexually suggestive games.
Use positive, age-appropriate language.	Use foul, abusive, or discriminatory language.
Be visible to others when working with children (avoid one-on-one situations in private areas).	Be alone with a child in a locked or unobserved space (e.g., changing room, office, vehicle).



KOWLOON CRICKET CLUB

Report any concern about a child's safety immediately.	Ignore or dismiss any disclosure or suspicion of abuse.
Obtain written parental consent for any overnight or offsite activities.	Transport a child alone in a vehicle without prior written parental and Club approval.
Maintain appropriate physical boundaries (e.g., demonstrating technique only where necessary and with consent/awareness).	Touch a child in a way that could be misinterpreted.
Wear appropriate clothing and visible identification where required.	Use personal mobile phones to photograph or video children without Club and parental permission.

Photography & Social Media

- Coaches and staff **must not** take personal photographs or videos of children during Club activities unless expressly authorised in writing by the Club.
- Any authorised photography must be for legitimate Club purposes (e.g., promotional materials) with parental consent obtained.
- Photographs **must not** be shared on personal social media accounts.
- Parents and guardians are encouraged to be mindful when sharing images of other children on social media.

Reporting a Concern

If any coach, staff member, or volunteer has a concern about a child's safety or wellbeing, they must:

Step 1 – Immediate Action

- Ensure the child is safe from immediate harm.
- Do not attempt to investigate or confront the alleged abuser.

Step 2 – Report Within 24 Hours

Report to **Club Management** based on the nature or the location or people involved.

Step 3 – Document

Complete a written record of the concern (what was seen or heard, dates, times, names) and provide it to the Safeguarding Officer.



KOWLOON CRICKET CLUB

Step 4 – External Referral (if required)

The Club will refer matters to the **Hong Kong Police** or **Social Welfare Department** where there is reasonable cause to believe a child is suffering or likely to suffer significant harm.

Responding to a Disclosure

If a child tells you about abuse or harm:

Do

Do Not

Listen calmly and carefully.	Panic, show shock, or express disbelief.
Tell the child they did the right thing by telling you.	Ask leading questions or investigate.
Reassure the child they are not to blame.	Promise to keep it a secret.
Explain that you need to tell someone who can help.	Delay reporting.
Report immediately to the Safeguarding Officer.	Confront the alleged abuser.

Breach of This Policy

Any breach of this Safeguarding Policy by:

- **KCC Staff or Volunteers** – shall result in disciplinary action, up to and including dismissal or removal from volunteering duties.
- **Service Provider Personnel** – shall constitute a material breach of the policy and may result in immediate termination of the agreement and removal from Club premises.

The Club reserves the right to report any breach involving suspected criminal conduct to the Hong Kong Police.

Communication of This Policy

- This policy will be provided to all service providers before they commence any services at the Club.



KOWLOON CRICKET CLUB

- A summary version will be displayed on Club noticeboards and made available to parents/guardians upon request.
- Parents/guardians of children in the Youth Football Programme will be informed of the policy and the identity of the Designated Safeguarding Officer.

Policy Review & Management Rights

- This policy will be reviewed **annually** or sooner if there is a significant change in legislation, a safeguarding incident, or a change in the scope of children's activities at the Club.
- **The Club's management reserves the right to amend, modify, add to, or withdraw this policy (in whole or in part) at any time and without prior notice to service providers or other third parties**, provided that any such amendment shall take effect immediately upon notification to the service provider or upon posting on the Club's internal noticeboard or website.
- **All decisions, interpretations, and determinations made by the Club's management (or its designated representative) regarding the application, enforcement, or interpretation of this policy shall be final, binding, and conclusive.**
- Service providers and their personnel shall comply with the policy as amended from time to time. Continued provision of services after any amendment constitutes acceptance of the amended policy.