



Hythe & Dibden Cricket Club

Recruitment Policy

Hythe & Dibden Cricket Club is committed to providing a caring, friendly & safe environment for all our children so they can train and play in a relaxed and secure atmosphere.

To this end we adhere to the ECB Policy that all staff and volunteers in cricket must go through an appropriate vetting process prior to appointment to establish their suitability to work with children.

The Club Safeguarding Officer

The Club Safeguarding Officer position exists to help clubs create a welcoming and child centered environment at the club. The Club Safeguarding Officer is required to attend two separate training modules, to support and equip them for their role.

The Club Safeguarding Officer must advise clubs on which roles within the club require the post holder to undertake the ECB vetting process as part of the recruitment and appointment process. The Safeguarding Officer for Hythe & Dibden Cricket Club will have a significant role within the process for recruiting volunteers and staff to a club.

Guidelines on recruitment and selection of volunteers working with children

The safety of children should be paramount in all activities and these guidelines are designed to help you in this. By adopting the points outlined here Hythe and Dibden cricket Club will be putting in place the current best practice to safeguard children whenever a volunteer is sought to work with them.

Most of those working with children in cricket only have the best possible intentions. However, we recognise we have a responsibility to safeguard children and understand that sound recruitment and selection procedures can help deter or screen out those who are not suitable.

When we recruit new volunteers, all reasonable steps will be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used will be consistent and fair at all times.

Our Recruitment Process

Planning

Our first stage of any recruitment process involves planning. We will draw up a profile, which highlights the main areas of an identified role. It will include the skills and experience needed to fulfill the requirements of the role and draw up a 'person specification'.

Due Diligence

Information needs to be sought from any volunteers which should include name, contact details, past experiences, qualifications held and date obtained and DBS.

These should be stored and retained in a consistent way. More than one person should look at this information to ensure a fair and equitable scrutiny is completed. We will ask to see identification documents to confirm the identity of the applicant (e.g. passport or driving license).

The Chairman and Safeguarding Officer will meet with any applicants prior to any recruitment decisions being made.

Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

Although it is important to gain information about an applicant's relevant technical capabilities, it is also necessary to explore attitudes and commitment to child safeguarding.

Listed below are sample questions which could help discover this information:

- Tell us about your previous experiences of working with children
- Give the applicant a child-related scenario, such as: 'It is a winter evening, the training session has finished and a parent has not arrived to pick up their child'. Then ask the applicant what they would do in that situation
- Is there anything we should know that could affect your suitability to work with children?
- Have you ever been refused work with children?

Good practice in safe recruitment for positions involving work with children is to seek at least two references from individuals not related to the applicant. One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual's previous involvement in sport, particularly children's cricket.

Both references should contain a statement relating to the referee's awareness of the responsibilities the post applied for requires. References should be followed up prior to any offer of appointment being made. If the references raise concerns, we will contact the ECB Safeguarding Team for advice.

Vetting Procedures including DBS checks

The vetting process is very important in determining if someone is suitable to work with children. We will follow the ECB Guidance on Roles in Cricket that require a Vetting Check. Those positions are:

- All Stars and Dynamos Helpers and Activator
- Captain / Vice captain
- Club Safeguarding Officer
- Coach Coach Support Worker
- First Aid Responder
- Junior Supervisor Juniors / Colts Manager
- Scorer
- Umpire

The outcome of the application must be sought from the County Cricket Development Manager, County Safeguarding Officer or the ECB Safeguarding Team.

It is possible for the vetting process to take several weeks.

Individuals will be asked to complete a DBS application form as soon as possible and they should not start the post/job until an outcome of the application is confirmed by the County Cricket Board or the ECB Safeguarding Team.

If an applicant claims to be ECB Vetted, the Safeguarding Officer will seek confirmation of this.

Post recruitment

It is important that once a new volunteer has been recruited follow up action is taken, for example:

- Any qualifications should be substantiated, for example, obtain photocopies of coaching certificates
- New volunteers are made aware of, and sign up to, the club's child safeguarding policy and procedures, best practice guidelines and codes of conduct
- Any training needs are established and action taken to put these into place. This includes attending the annual safeguarding training the club's Safeguarding Officer arranges at the club
- A statement of the roles and responsibilities of the new volunteer is prepared

Non-UK vetting

The legal situation regarding Regulated Activity is no different if the individual is not from the UK. Vetting checks need to be undertaken on post holders regardless of nationality.

Different countries operate varying methods for providing background checks and not all countries are able to provide this service. Individuals will need to provide a police certificate or similar Certificate of Good conduct which covers their time in the overseas country, to the ECB Safeguarding Team.

