



## **Safer Recruitment Policy 2023**

The aim of this policy is to provide procedures to be undertaken when appointing staff and volunteers to work with Children and Young People. A Child or Young Person is anyone under the age of 18 engaged in any Shepherdswell CC activity.

Shepherdswell Cricket Club will ensure good recruitment procedures are carried out when appointing a volunteer and / or paid staff to work with Children and or Young People by:

- Considering the individual's appropriateness for the role.
- Defining the role the individual is applying for.
- Obtaining the individual's permission to enable the club to request a Disclosure & Barring Service (DBS) check for the individual. A vetting procedure is very important in determining if someone is suitable to work with children. The DBS process should only be used when a person is appointed to a post within Shepherdswell Cricket Club and that post, by reference to the job, will bring the person into regular direct, personal and possibly individual contact with children. If the applicant is from outside the UK, or has lived outside the UK within the last five years, then alternative vetting procedures may be required. Further information can be obtained from the County Welfare Officer for Kent. If the applicant claims to already have an English Cricket Board DBS, Shepherdswell Cricket Club will ask the County Welfare Officer to verify this by accessing the County Board Management System. (CBMS).
- Setting a probationary period.
- Interviewing the individual either formally or informally
- Assessing the individual's experience of working with children or young people and knowledge of child protection issues.
- Assessing the individual's commitment to promoting good practice.
- The club should consider all the information they receive via the application form, the outcome of the take of references and the English Cricket Board DBS. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant for the role the above has been selected for within the club.
- By requesting at least two references from individuals who are 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 has been involved in sport,

particularly children's cricket previously. Both references are to contain a statement relating to the referee's awareness of the responsibilities of the post applied for.

### **Post Recruitment Decisions**

The club will ensure that the following action is undertaken once the volunteer has been recruited:

- Any qualification should be substantiated e.g. requesting originals of relevant qualifications.
- Training needs are established and actioned.
- A statement of the roles and responsibilities of the new volunteer is prepared and the volunteer signs up to same.
- A period of supervision/observation or mentoring is used to support the new volunteer Umpires and Scorers.
- New volunteers are made aware and sign up to the club's:
  1. Anti-Bullying Policy
  2. Inclusion & Diversity Policy
  3. Whistleblowing Policy
  4. Safeguarding Children Policy
  5. Safeguarding Adults Policy
  6. Codes of conduct for coaches / participants and guests

The club will ensure good recruitment procedures when recruiting Umpires and Scorers to work with Children or Young People by:

- Checking that they have been through an appropriate recruitment process
- Checking that they have been through the DBS Process with the ECB to check his/her suitability to work with Children in Cricket
- Confirm that they will agree to abide by the club's Code of Conduct for Members and Guests whilst umpiring / scoring

### **Overseas Criminal Record Checks**

The club recognises that checks will need to be undertaken on post holders regardless of their nationality.

The club understands that different Countries have varying methods of providing background checks and that no all Countries are able to provide this service.

The club will adopt and implement the ECB's requirements for vetting and appointment of overseas applicants who are to have a role in cricket that would normally require vetting whilst in the UK.