



Procedure for Recruiting Volunteers-September 2019

The club recognises the following advice from the ECB 'Safe Hands' Safeguarding Policy:

- All staff and volunteers in cricket must go through an appropriate vetting process prior to appointment to establish their suitability to work with children.
- Club members and volunteers working with children may be defined as working in a 'Regulated Activity'.
- As the provider of a 'Regulated Activity' the club has a legal duty to ensure that a person it engages to undertake regulated activity is not barred from doing so.
- All reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes must be consistent and fair at all times.

In order to meet the above requirements, the club will:

- Identify and appoint a **Club Welfare Officer** responsible for advising the club on current best practice as well as leading the implementation and maintenance of the various elements of the ECB 'Safe Hands' Safeguarding Policy.
- Ensure all recruitment is undertaken in consultation with the Club Welfare Officer to determine which roles require an ECB DBS check. This also ensures the club's Safeguarding Policy Statement, codes of conduct, procedures and best practice guidelines are shared and agreed with new volunteers.
- Share the following guidelines with all club officials who may need to recruit volunteers from time to time. These guidelines are designed to ensure a consistent and fair process and to prevent unsuitable people from working with children.

Volunteer recruitment guidelines

- Draw up a profile highlighting the main areas of an identified role, including skills and experience needed (sample job descriptions can be found on the ECB website).
- An application form should be used to collect information on each applicant. These should be stored and retained in a consistent way.
- More than one person should consider the forms to ensure a fair and equitable scrutiny is completed.
- Ask to see identification documents to confirm the identity of the applicant (e.g. passport or driving licence).
- Meet with all applicants prior to any recruitment decisions being made, ideally with more than one official is present. The purpose of this is to:
 - explore information provided in the application form in further detail
 - give the applicant an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.
 - explore attitudes and commitment to child safeguarding
 - explore technical capabilities.
- Seek at least two references from individuals not related to the applicant. References should contain a statement relating to the referee's awareness of the responsibilities that the post applied for requires.
- The club CWO will ensure that the applicant is DBS checked according to the rules that determine whether the role is a 'Regulated Activity'.
- The CWO will also ensure that new volunteers are made aware of the club's Safeguarding Policy Statement, codes of conduct, procedures and best practice guidelines.