



SAFE RECRUITMENT POLICY

Cam Cricket Club (CCC) acknowledges that volunteers are crucial to its operation and should be recruited, supported and trained to protect both the volunteer and CCC. Volunteers will be recruited in a fair and consistent manner.

Planning

Before recruitment, a role profile will be drawn up as well as a person specification outlining the skills and experience required. Should an advertisement be required, for example in local media, it will reflect the CCC's Safeguarding Policy and contain the skills and experience required and the duties to be undertaken. However, it will not discriminate in terms of age, race, gender or disability.

Application Form

An application form will be used to collect information on each applicant in a consistent way. More than one official will look at the application forms to ensure that a fair and equitable scrutiny is completed.

Interview

CCC officials will meet with all applicants prior to any recruitment decisions being made. More than one official should be present. The meeting/interview will enable CCC to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. Whilst it is important to elicit information regarding an applicant's technical capabilities it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of questions that may be used to discover this information:

- tell us about any previous experience you have working with children or young people.
- give a child related scenario and ask the applicants what they would do. For example,

'It is a winter evening and the training session has finished. A parent has not arrived to pick up their child. What would you do?' The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were.

- is there anything we should know that could affect your suitability to work with children or young people?

References

At least two references should be requested 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 previously been involved in sport, particularly children's sport. References should be followed up prior to any offer of appointment being made.



Disclosure and Barring Service checks (DBS)

DBS checks are undertaken for all volunteers who come into contact with children. Captains (including vice captains) and volunteers are expected to sign up to the DBS Update Service.

Recruitment Decisions

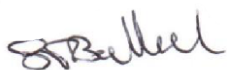
Cam Cricket Club will consider all the information it receives via the application form, references and the DBS checks. This information will then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant.

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, requesting photocopies of coaching certificates
- new volunteers are made aware and sign up to the CCC Safeguarding policy and procedures, best practice guidelines and any codes of conduct
- any training needs are established and actioned statement of the roles and responsibilities of the new volunteer is prepared
- initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer.

Signed by



Steve Ballard

Club Position: Club Chairman

Update: 2 - 11th December 2023 / Review Date: 11th December 2025