

Safer Recruitment – Quick Guide for Clubs

Recruiting staff and volunteers safely for a cricket club involves a careful and thorough process to ensure that individuals who are entrusted with the safety and well-being of others, especially children, are suitable for the role. A desire to abuse another person is unlikely to be the motivation of someone seeking to work or volunteer within your club, but research suggests that those people who subsequently go on to harm children, are likely to seek opportunities that provide access to children and organisations that have poor recruitment processes.

Useful templates and more detailed guidance on safer recruitment can be found on the [ECB website](#).

Here's a step-by-step guide for recruiting staff and volunteers safely:

Define Volunteer Roles

- Clearly define the responsibilities of the roles you are recruiting for within the club
- Determine the specific skills, experience and any safeguarding responsibilities required for each role.

Safe Hands Policy

- Adopt the ECB Safe Hands Policy that outlines the club's commitment to providing a safe culture and environment for everyone
- Ensure that all staff and volunteers are aware of and agree to adhere to the Safe Hands Policy.

Application Process

- Design an application form that collects essential information, including personal details, relevant experience, and references
- Ask for permission to conduct background checks and clearly explain the purpose of these checks
- Advertise the role on the club website, notice boards and via social media.

Background Checks and DBS

- When you have selected a suitable candidate for the role, conduct comprehensive background checks, including a volunteer or paid ECB DBS (whichever is relevant), for all staff and volunteers working in a relevant role with children and adults
- Check the candidate's qualifications and experience for the role. Your County Cricket Board can check an individual's qualifications
- Request references to gain insights into the candidate's previous experiences and suitability for the role. These should be requested by direct contact with the referee, not via the candidate
- Check the individual is eligible to work in the UK
- If they are applying for a role as a coach, or in a coaching role, and have coached at another club, check with the previous club - reason for leaving, competency, any previous safeguarding concerns.



Interview Process

- Conduct interviews with prospective candidates, these can be as formal/informal as necessary for the club/role
- Include questions related to safeguarding to assess the candidate's awareness and understanding of appropriate conduct and how to respond to a safeguarding concern
- If the role advertised is for a coaching role, observe the candidate delivering a session, observe their competency as a coach and how they interact with participants.

Induction

- All volunteers and staff should complete an induction before starting in the role. This should explain key policies and processes and introduce them to key club members, such as the Club Chair, Club Safeguarding Officer and anyone else they may be working with
- The Club Safeguarding Officer should provide a safeguarding induction, detailing Safe Hands guidance and ensuring reporting procedures are clear and understood
- Ensure successful applicants are aware of and agree to the club code of conduct, outlining expected behaviour
- Before starting the role ensure the successful applicant completes the relevant ECB safeguarding training specific to their role.

Remaining Vigilant

- Once appointed it is important that the club continues to review the performance of staff and volunteers, responding swiftly and proportionately to any incidents of poor practice
- By following these steps, your cricket club can establish a safer recruitment process for all those working or volunteering at the club, ensuring that the individuals involved are suitable, qualified, and committed to creating a safe environment for everyone.

Safer Recruitment Statement Example

CHEAM Cricket Club are firmly committed to creating a safe and inclusive environment for children and adults to enjoy the game. It is essential that Safer Recruitment practices are followed to ensure all staff and volunteers at **CHEAM** Cricket Club are suitable for their role, appropriately vetted and supported by the club.

To do this we will:

- **FOLLOW THE ADVICE AS ABOVE IN A TIMELY MANNER , AND HOLD PEOPLE ACCOUNTABLE AND FIRST AND FOREMOST PRIORITISE THE WELL BEING OF OUR MEMBERS IN ALL INTERACTIONS.**

