

# **HOUNSLOW AND WHITTON CRICKET CLUB RECRUITMENT POLICY**

## **(FOR STAFF AND VOLUNTEERS WORKING WITH CHILDREN)**

### **Introduction**

It is Hounslow & Whitton CC's policy that all staff or volunteers who could be working with children go through a vetting process to ensure that they are suitable to do so. HOUNSLOW & WHITTON CC have appointed a Club Welfare Officer (CWO) who will be responsible for advising the club on best practise and implementing the various elements of 'Safe Hands' (ECB's policy for safeguarding children). The CWO should have some involvement with the recruitment of staff and volunteers to work with children.

HOUNSLOW & WHITTON CC is committed to providing a safe environment for children to learn the game. By adopting the points outlined in this policy we are putting in place the best current practise to protect children whenever volunteers or paid staff are sought to work with them.

### **The Policy**

#### **Planning**

The first stage of any recruitment process involves planning. Club officials should draw up a profile, which highlights the main areas of an identified voluntary role. They should also decide upon the skills and experience that an individual would need to fulfil the requirements of a job and draw up a person specification.

#### **Application Forms**

All applicants will fill in a HOUNSLOW & WHITTON CC Application Form and all forms are to be looked at by a minimum of two club officials. At this stage the club will look to confirm the identity of the applicant (passport or driving license).

#### **Meeting/Interview**

HOUNSLOW & WHITTON CC will endeavour to meet at least once with any applicant and ideally with two or more club officials present. Questions should be prepared in advance and the applicant must be given the opportunity to recount previous experiences and give examples of how they would have handled, or would handle, situations. Whilst it is important to elicit information regarding applicant's technical capabilities that are relevant to the post, it is also necessary to explore attitudes and commitment to child welfare.

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Here are some example questions:

- Tell us about any previous experience you have of working with children.
- It is a winter evening, and the training session has finished. A parent has not arrived to pick up a child – what do you do?
- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused to work with children?

### **References**

At least two references (where possible) should be requested from individuals who are not related to the applicant. One reference should be related to the applicant's place of work and one should focus on their suitability to work with children. Both references should contain a statement relating to the referee's awareness of the responsibilities of the post applied for. If any concerns are raised, we will contact the ECB Child Protection Team for advice and guidance.

### **Vetting Procedures Including CRB Enhanced Disclosures**

The CRB Disclosure process should only be used when a person is appointed to a post within the club and that post, by reference to the job description and the nature of the job, will bring that person into regular, direct, personal and possibly individual contact with children. It is vital for clubs to recognise that asking an individual to complete a CRB Disclosure Application Form is the first stage of the CRB Disclosure Process and that the outcome of the application must be sought from the County Cricket Development Officer, County Welfare Officer or the ECB Child Protection Team. It is possible for the CRB Disclosure process to take several weeks. Individuals should not commence their role until an outcome of the application is confirmed by the County Cricket Board or the ECB Child Protection Team.

If an applicant claims to have an ECB CRB Enhanced Disclosure, HOUNSLOW & WHITTON CC will seek confirmation of this from the County Cricket Board Development Manager, the County Welfare Team or by visiting the ECB website.

### **Recruitment Decisions**

HOUNSLOW & WHITTON CC will consider all the information received via the application form, confirmation of identity, the outcome of the take up of references as well as the outcome of the ECB CRB Enhanced Disclosure. 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 into the club.

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## **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.
- That new volunteers are made aware of and signed up to, Hounslow & Whitton CC child protection policy and procedures, best practise guidelines and codes of conduct.
- That any training needs are established and actioned.
- Initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer.