

Brook Cricket Club

Pirrie Hall, Haslemere Road, Brook, Surrey, GU8 5UJ
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Safeguarding Children Policy

Appointing Appropriate Staff and Volunteers to Work with Children

The Club has adopted the ECB Policy that all staff (if any) and volunteers in cricket who are to work with children must go through an appropriate vetting process to ensure that all those in cricket working with children are suitable to do so.

The Club's Welfare Officer (WO) is responsible for ensuring that the following processes are followed in conjunction with the Club Chairman.

1. The WO will advise the Committee on which roles within the Club are likely to bring the post holders into regular and significant contact with children and as such may need further checks as part of the recruitment or appointment process. A checklist of potential roles is attached to this guidance.
2. A record of all CRB certificates will be kept by the WO and the Secretary.
3. Process
 - 3.1 In the event that any recruitment is contemplated, including of Professional Cricketer/ Coach who will be involved in coaching cricket at the Club, the Committee, on the advisement of the WO, will specify the requisite skills and qualifications and draw up a person specification. Any recruitment process will ensure the fair and consistent treatment of all applicants.
 - 3.2 Appropriate application forms will be used to collect relevant information on each applicant. Applicant information will be collected, retained and stored in a consistent manner. Applications will be considered by the Committee. Wherever possible, all applicants whose skills and qualifications meet the person specification will be interviewed by the Committee or such members of the Committee appointed for this purpose by the Committee. The purpose of such interviews should include the objective of exploring attitudes and commitment to child welfare.
 - 3.3 At least two references will be requested from individuals not related to the applicant. One reference should be associated with the applicant's place of work and, if possible, one which demonstrates that the individual has been involved in sport, particularly children's cricket previously.
 - 3.4 Appropriate vetting procedures will be followed: CRB Disclosure or Overseas Criminal Record Checks.
 - 3.5 All relevant information on the applicant, including references and the outcome of CRB Disclosures, etc., will be considered by the Committee which will receive the advice and guidance of the WO before a decision is reached.
 - 3.6 Once a new volunteer has been reviewed, the following action will be taken (if not already done):

- Any qualifications should be substantiated, for example, requesting photocopies of coaching certificates;
- That new volunteers are made aware of, and sign up to, the Club's child protection policy and procedures, best practice guidelines and codes of conduct;
- That any training needs are established and actioned;
- A statement of the roles and responsibilities of the new volunteer is prepared; and
- Initially, a period of supervision/observation or mentoring could be introduced to support the new member.

4. Umpires and Scorers

When the Club appoints or engages an umpire and/or scorer for matters involving children, the secretary shall confirm that the umpire/scorer:

- Is qualified; is covered by relevant current insurance;
- Is a member of the ECB Officials Association or the Association of Cricket Umpires and Scorers;
- Has been through an appropriate recruitment process;
- Has been through the CRB Disclosure Process with the ECB to check his/her suitability to work with children in cricket; and
- Agrees to abide by the Code of Conduct for Members and Guests whilst umpiring/scoring.

5. Umpires and Scorers

The ECB List of Posts which require vetting checks, the ECB Overseas Vetting Form and the ECB Sample Reference Form are attached to this guidance.