



## IVYBRIDGE CRICKET CLUB

**Ground:**  
**Filham Park**  
**Filham**  
**IVYBRIDGE**  
**PL21 0LE**

### RECRUITMENT AND SELECTION OF CRICKET STAFF, COACHES, UMPIRES AND VOLUNTEERS

Ivybridge Cricket Club has adopted the "Safe Hands – Welfare of Young People in Cricket" recruitment policy for all new volunteers who are employed, whether paid or unpaid, by the club to work with children. This is seen as normal good practice and to prevent unsuitable people from working within cricket.

The following provides the key steps to ensure that the appropriate adults are working with young people in cricket: -

#### 1. Planning

Each post shall have: -

- i) Its roles and responsibilities and the expectations of the club detailed by a clear job description.
- ii) A person specification detailing the qualifications and experience required.
- iii) An application form to suit the need of the club to get information about the potential post holder.
- iv) A small pack for any candidates enquiring about opportunities for work within the club. The pack should include
  - Job description and person specification
  - Club policy on the Welfare of Young People in Cricket
  - Club Code of Conduct
  - Application form

#### 2. Application

All candidates must complete an application form, which includes: -

- i) Name, address and the right to work (e.g. national insurance number)
- ii) Confirmation of identity
- iii) Relevant experience, qualifications and training undertaken
- iv) Listing of past career or involvement in sport/cricket
- v) The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with Young People
- vi) Details of any former involvement with cricket.

#### 3. Checks and References

Prior to an offer of appointment a Criminal Records Bureau (CRB) form must be completed for all relevant posts. The club reserves the right to verify information received through a CRB check, for example with agencies such as social services and the police.

All short-listed candidates shall be given a copy of the Club Code of Conduct. A condition of appointment will be that the applicant must sign up and adhere to the Code and that the outcome of any breach of the Code could result in disciplinary action.

A minimum of two written references shall be taken up and at least one should be related to former work with Young People. If an applicant has no experience of working with Young People, training will be given.

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#### **4. Interview and Induction**

All candidates, paid or voluntary, who meet the minimum requirements detailed in the person specification, must attend an interview according to acceptable protocol and recommendations.

All staff must receive an induction, which includes: -

- i) Verification of their qualification as a coach/umpire
- ii) The completion of a profile to identify training needs/aspirations
- iii) Signing up to the Club Code of Conduct
- iv) Clarification of the expectations, roles and responsibilities of the job
- v) An explanation of Welfare of Young People policies and procedures and the establishment and meeting of training needs within set timescales
- vi) An introduction to Club colleagues and members

#### **5. Training**

Checks are only part of the process to protect Young People from possible abuse or poor practice. Appropriate training will enable individuals to: -

- i) Recognise their responsibilities with regard to their own good practice
- ii) Report any suspected poor practice/concerns of possible abuse
- iii) Understand how to manage disclosures from a Young Person
- iv) Ensure that they fulfil their role within the duty of care for Young People

The ECB requires all coaches and recommends all other individuals working with children, paid and voluntary, to attend the following training: -

- i) "Safeguarding and Protecting Children" workshop every three years (either sports coach UK or cricket specific).
- ii) "Designated Persons" training, with the prerequisite that "Safeguarding and Protecting Children" has been attended, for all nominated Welfare Officers.

#### **6. Supervision and Monitoring**

All Staff working with Young People, paid or voluntary, will need to be managed or supervised with regard to the work they do within cricket. At regular intervals, all Staff and Volunteers should be given the opportunity to receive feedback, to identify training needs and set new goals. Managers should promote good practice and be sensitive to any concerns about poor practice or possible abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

#### **7. Complaints Procedure**

The ECB has introduced a Complaints and Discipline Procedure to deal with any formal complaints and/or appeals. The procedures are available for Coaches, Umpires, Volunteers and Parents to see on request from the ECB Welfare Case Officer at Lord's.

**Jon Sparkes**  
**Club Development Manager**

***Last reviewed: 14 March 2010***