



## **RCC Guidance on Appointing Appropriate Staff and Volunteers to Work with Children**

It is RCC Policy that all staff and volunteers in cricket must go through an appropriate vetting process prior to appointment to establish their suitability to work with children.

### **Volunteer Coordinator**

RCC Junior Manager acts as Volunteer Coordinator. The Volunteer ensures that the club's volunteers are well managed and supported in all their different roles.

This may include:-

- Recruiting new volunteers into the club from existing membership and from the local community.
- Inducting and welcoming new volunteers.
- Organising relevant training/workshops for volunteers.
- Providing support to new and existing volunteers.
- Ensuring reward and recognition of volunteers

Staff and volunteers working with children in sport may be defined as working in "Regulated Activity". Clubs who appoint individuals, whether paid or unpaid, into Regulated Activity are subject to legal obligations: specifically, the 'Regulated Activity Provider' (the Club) has a legal duty to ensure that a person it engages to undertake regulated activity is not barred from doing so. This is achieved by RCC by following the 'ECB Guidance on Roles in Cricket that require a Vetting Check' and undertaking DBS checks as appropriate..

### **The Club Welfare Officer**

RCC's Club Welfare Officers are responsible for advising the club on current best practice as well as leading the implementation and maintenance of the various elements of "Safe Hands". The Club Welfare Officer positions exist to help RCC create a welcoming and child- centred environment at the club.

The safety of children should be paramount in all RCC activities and these guidelines are designed to help RCC in this. The ECB is committed to providing a welcoming, child-friendly and safe environment for children. Most of those working with children in cricket only have the best possible intentions. However, the ECB and RCC recognises it has a responsibility to safeguard children and understands that sound recruitment and selection procedures can help deter or screen out those who are not suitable. When clubs, or leagues, recruit new volunteers, or paid staff, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used by the club, or league, must be consistent and fair at all times.

### **Planning**

RCC will draw up a profile, which highlights the main areas of an identified role, deciding on the skills and experience needed to fulfil the requirements of the role and draw up a 'person specification'.

Any recruitment process should be developed in such a way as to ensure every applicant is treated in a fair and consistent manner.



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### **Application forms**

Where jobs are advertised and persons not approached on an individual basis RCC will use application forms to collect information on each applicant. These will be stored and retained in a consistent way. More than one person should review the application forms to ensure a fair and equitable scrutiny is completed. Identification documents will be used to confirm the identity of the applicant (e.g. passport or driving licence).

### **Meeting/interview**

It is highly recommended RCC club officials meet with all applicants for advertised positions prior to any recruitment decisions being made and that more than one official is present. The meeting/interview will enable the club to explore information provided in the application form in further detail. Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations. Although it is important to gain information about an applicant's relevant technical capabilities, it is also necessary to explore attitudes and commitment to child safeguarding. Listed below are sample questions which could help discover this information:

- Tell us about your previous experiences of working with children
- Give the applicant a child-related scenario, such as: 'It is a winter evening, the training session has finished and a parent has not arrived to pick up their child'. Then ask the applicant what they would do in that situation
- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused work with children?

### **References**

Good practice in safe recruitment for positions involving work with children is to seek at least two references from individuals 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's previous involvement in sport, particularly children's cricket. Both references should contain a statement relating to the referee's awareness of the responsibilities the post applied for requires. References should be followed up prior to any offer of appointment being made. If the references raise concerns, RCC are advised to contact the ECB Safeguarding Team for advice and guidance

### **Vetting Procedures including DBS checks**

The vetting process is very important in determining if someone is suitable to work with children. RCC must follow the 'ECB Guidance on Roles in Cricket that require a Vetting Check'. If an applicant is from outside the UK, or has lived outside the UK within the last five years, then alternative vetting procedures will be required as detailed later in this section.

Volunteers and others in cricket need be assured the ECB will take into account the Rehabilitation of Offenders Act 1974 and only consider offences relevant to the care, supervision and training of children. The ECB is not allowed to tell the club or County Board about the actual offending history (unless it needs to share information to safeguard children), so applicants are assured of confidentiality. The ECB will, however, tell the club and County Board whether or not the person is considered suitable to work with children. Applications for vetting should be co-ordinated by the Club Welfare Officer. Clubs must recognise that asking an individual to complete a DBS application form is the first stage of the ECB vetting process.



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The outcome of the application must be sought from the County Cricket Development Manager, County Welfare Officer or the ECB Safeguarding Team. It is possible for the vetting process to take several weeks. RCC will ask the individual to complete a DBS application form as soon as possible and advise them that they should not start the post/job until an outcome of the application is confirmed by the County Cricket Board or the ECB Safeguarding Team. If an applicant claims to be ECB Vetted, the club should seek confirmation of this from the County Cricket Board Development Manager, the County Welfare Officer or the ECB Safeguarding Team.

### **Recruitment decisions**

RCC will consider all the information they receive via the application form, confirmation of identity, the references and the outcome of the ECB Vetting process. This information will be considered alongside the outcome of the meeting/interview before making a decision as to whether or not to accept the applicant into the role.

### **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, obtain photocopies of coaching certificates
- New volunteers are made aware of, and sign up to, the club's child safeguarding policy and procedures, best practice guidelines and codes of conduct
- Any training needs are established and action taken to put these into place
- A 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

### **Umpires and scorers**

Umpires and scorers are usually organised through a regional or league appointment panel. However, where RCC is appointing an umpire and/or scorer for games involving children, it is the responsibility of the club to check the umpire/scorer:

- Is covered by relevant current insurance
- Is a member of the ECB Association of Cricket Officials (ACO)
- Has been through the vetting process with the ECB to check his/her suitability to work with children in cricket
- Agrees to abide by the ECB Code of Conduct for Members and Guests at all times, especially when umpiring/scoring

### **Non-UK vetting**

The legal situation regarding Regulated Activity is no different if the individual is not from the UK. Vetting checks need to be undertaken on post holders regardless of nationality. Different countries operate varying methods for providing background checks and not all countries are able to provide this service. Individuals will need to provide a police certificate or similar Certificate of Good conduct which covers their time in the overseas country, to the ECB Safeguarding Team. Contact the ECB safeguarding team on [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk) for advice and assistance on overseas checking. The ECB Safeguarding Team is also able to provide some guidance on other countries. Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years. It is easier if Non UK vetting checks



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are organised before the individual arrives in the UK, as they are able to visit the police station etc. in person. Background checks are undertaken on any individual who works, either in a paid or volunteer capacity, with children. It is important to note non-UK vetting checks are only done for the role being undertaken by the individual. SEE ***ECB Non-Resident vetting form 2016***

**All visitors to the UK coming through the Tier 5 cricket route of immigration must be vetted as part of the process.**

If a visitor to the UK has come through an alternative immigration route but intend to offer coaching services (if allowed by their visa or Home Office rules), they must also complete the vetting process.

**RCC should be aware the laws relating to Regulated Activity apply even if the individual is not from the UK.**

Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years.