



Title of document:

Safer Recruitment Policy Statement

Policy Management:	
Business Area	Safeguarding
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Applicable to	Cheshire Cricket Board, Cheshire County Cricket Club, Cheshire Youth Cricket
Method of dissemination	Website, Job application process



Cheshire Cricket **Safer Recruitment Policy**

Definitions - In this Policy the following terms/expressions shall mean:

- **Cheshire Cricket** – means Cheshire Cricket Board, Cheshire County Cricket Club and Cheshire Youth Cricket.
- **ECB** – means England and Wales Cricket Board
- **Children** – refers to persons under the age of 18
- **Safe Hands** - means the ECB's cricket policies and procedures for safeguarding children within cricket.

Policy Statement

Cheshire Cricket 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 in cricket are suitable for their role, appropriately vetted and supported by the County.

Principles underpinning the Policy

The Safer Recruitment (Policy) aims to ensure that the recruitment and selection processes used in Cricket:

- Incorporates relevant vetting and checking procedures including a robust induction and provides ongoing training and development.
- This policy outlines the steps Cheshire Cricket will take to ensure those employed or who volunteer are safe to work with children and young people and its main purpose is to:
 - Deter unsuitable people from applying and working within the game
 - Attract the best possible candidates to work in the Cheshire Cricket Team to create and maintain a safe workforce.

1. Preparing to Recruit

Planning the process

The recruitment and selection process set out in this Policy should ensure the identification of the person(s) best suited to the role, whether paid or not, based on the applicant's abilities, qualifications, experience and attitude as measured against the role profile and person specification.

Advertising

The purpose of an advertisement is to attract only the right type of person for the role. Cheshire Cricket will therefore consider the most appropriate ways to advertise each role (internally and externally) as appropriate, such as:

- Website, intranet and/or email
- Relevant job boards
- Social media
- Local schools/colleges/universities
- Local press
- Use of 3rd parties/recruitment agencies if this is deemed necessary

Safeguarding Statement

All advertisements for roles in regulated activity, paid or unpaid, must include this statement:

“Cheshire Cricket Board are committed to a safe recruitment process and will follow safer recruitment practises. The role applied for will be subject to an enhanced DBS check, robust contacting of references and safeguarding elements within the application & interview stages. The successful applicant shall also be required to attend a 1:1 Safeguarding Induction and regular safeguarding training and refresher courses”

Defining the role

All roles will have an element of safeguarding responsibility, and this will be reflected in the role profile.

Cheshire Cricket will implement:

- Role profiles, which define whether the role will have contact with children and young people.
- Person specifications, describing the skills, experience or attributes the successful candidate needs in order to carry out the role.

Where roles are eligible, role profiles will specify the requirement for an Enhanced DBS Check with a check of the relevant barred lists.

References

Two references, one of which must be from the applicant’s current/most recent employer where possible and previous cricket club (if appropriate), will be requested for all shortlisted candidates (including internal candidates).

Requests for references will be accompanied by the role profile and person specification.

Referees will be asked specific questions; using the Cheshire Cricket Reference Form (Appendix A)

Questions asked will relate to:

- Any specific concerns the referee might have or be aware of regarding the applicant's suitability to work with children
- Any substantiated allegations; Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and Adults at Risk
- The applicant's skills, behaviours and attributes in relation to the post they have applied for

References will be shared with other panel members after the interview. References will be sought directly from the referee. Previous employers and/or officials at previous cricket clubs not named as referees may be contacted to clarify any anomalies or discrepancies.

The Appointing Officer will contact the referee directly in order to clarify any aspect of the reference. Any telephone discussion with a referee will be recorded with full notes being kept of the conversation. References will be used to check the appointment and to reinforce decisions made as part of the interview/selection process. References will be checked against information on the application form and from the interview/selection process.

2. Selecting the right people(shortlisting)

Checking Applications checklist

- Application forms are fully complete
- Gaps are identified in work history
- Points of concern considered (full to part time, geographical changes, significant salary drops, change of career path)
- Information is consistent
- References include most recent employer and cover suitable timescale
- Discrepancies between application form and reference details

At least 2 people should be involved in the shortlisting process

Shortlisting

Cheshire Cricket will ensure that the candidates are shortlisted against the person specification and given due notice of the interview date. The Recruitment Panel are responsible for recording their reasons for the candidates they shortlist.

Cheshire Cricket will endeavour to ensure Recruitment Panels are diverse and that there is continuity in the people involved in the recruitment process from shortlisting to interview and then selection.

The line manager for the role being recruited should be involved in the entirety of the recruitment process.

Points for follow up

The Appointing Officer/Chair of the Recruitment Panel will clarify or probe any discrepancies from within the reference during the interview if appropriate. In addition, a reference may also be requested from a previous employer when a candidate worked with children.

This will only be in relation to administrative details and not used as an informal means of canvassing views as to any applicants' potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance

3. Choosing wisely (interviewing and selecting)

The interview and selection process

The main objective of the interview/selection process will be to:

- Determine each candidate's suitability for appointment
- Give all candidates a fuller picture of the role
- Select the right person for the role.
- Explore their motivation for applying for the role and why they want to be involved in cricket

The selection process for roles working with children and young people should always include a face-to-face interview. Interviews may include additional interview techniques such as practical observation or exercises.

Recruitment Panel

The Recruitment Panel will consist of at least two people and reflect the needs of the role being recruited for.

Equalities Legislation

Cheshire Cricket will comply with all relevant equalities legislation which is in force from time to time.

We will promote equality in all aspects of its work, particularly regarding all decisions on advertising of roles to diverse communities, appointing, promoting and paying staff, training and staff development. Cheshire Cricket will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

One member of the Recruitment Panel will act as the Appointing Officer with overall responsibility for making the final decision.

During the interview, candidates will be asked appropriate questions. The process will give all candidates an equal chance to demonstrate their suitability for the role.

Supplementary questions can be asked of candidates based on responses during the interview and any questions which arose from the application pack.

Each Panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.

During the interview candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel

- Declare any information that is likely to appear on the DBS disclosure.

Any information disclosed by the candidate on their application form related to allegations, disciplinary action, cautions or convictions will be discussed during the interview.

Candidates will have the opportunity at the end of the interview process to ask questions about the job or Cheshire Cricket.

The lead of the Panel will ensure the candidates are aware of the decision-making timescales and how decisions will be communicated.

A risk assessment should be made as part of any final recruitment decision, if necessary, delaying the decision.

Where an appointment is made

- A documented record of the decision to employ, or not to employ should be made and kept on file
- An agreed probationary period and date of commencement of employment.

4. Checking thoroughly

Pre-employment checks

Cheshire Cricket appointments are subject to satisfactory completion of the pre-employment checks detailed below and any offer of appointment will be conditional on all successful candidates completing the following:

- Providing proof of identity
- If eligible, completing an enhanced DBS application and receiving satisfactory clearance
- Providing proof of professional status
- Providing actual certificates and evidence of qualifications
- Providing proof of eligibility to live and work in the UK
- Successful completion of overseas police checks for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

5. Remaining vigilant

Induction and training requirements

All staff and volunteers who are new to Cheshire Cricket will receive a Safeguarding Induction delivered by the County Safeguarding Officer, who will also inform them of their Safeguarding training requirements in line with the training matrix.

For coaching staff there will be a requirement to have a supervised trial session, which will enable Cheshire Cricket to see how they engage with children, young people and parents.

Probationary periods

All new staff employees will be subject to a probationary period, and this will be confirmed in the unconditional offer of employment and the Statement of Written Particulars.

Support will be given to new staff employees on an ongoing basis, including 1:1 sessions, observations, recognising achievements and training needs.

Monitoring and review

This Policy will be ratified by the Board of Directors and will be reviewed annually. The date the Policy is ratified will be recorded in the respective Board minutes

Appendix A – CCB Reference Form

Reference Enquiry

Name: _____

Position applied for: _____

Date of Employment: _____

	Position	Dates
Positions held whilst employed/Volunteer	_____	_____
	_____	_____
	_____	_____

Main duties and responsibilities of last position _____

The number of days and periods of sickness in the last 12 months _____

Reason for leaving _____

Salary on leaving _____

How would you rate the applicant's:

- a) Conduct
- b) Timekeeping
- c) Attitude
- d) Work Ability
- e) Dependability
- f) Honesty
- g) Colleague Relationships
- h) Capability of achieving agreed targets and deadlines

Highly Satisfactory	Satisfactory	Not Satisfactory

In your opinion is the applicant suitable for the position applied for? _____

Would you re-employ? _____

Please set out below any other information that you feel could be of interest

In signing this document you agree that the information provided is accurate. You agree, unless you indicate to the contrary, to this information being disclosed to a third party such as the employee to whom this reference applies.

Yours sincerely,

Signed: _____ Dated: _____

Name (Print): _____