



BRIDGEND TOWN CRICKET CLUB

BRIDGEND TOWN CRICKET CLUB (the 'Club') POLICY FOR RECRUITING AND APPOINTING APPROPRIATE VOLUNTEERS AND/OR PAID STAFF

The aim of this policy is to provide procedures to be undertaken when appointing staff and volunteers who will work with or come into contact with Children and Young People.

(A Child or Young Person is anyone under the age of 18).

The club will ensure good recruitment procedures are carried out when appointing a volunteer and/or paid staff to work with Children and or Young People by: -

- Considering the individual's appropriateness for the role (this can be done by checking them against the criteria set out in appendix 2)
- Defining the role the individual is applying for (see relevant job description)
- Insisting that a person applying for any post of responsibility completes an application form (see appendix 1)
- Obtaining the individual's signed permission to enable the club to request a Criminal Record Bureau (CRB) Enhanced Disclosure check for the individual. A vetting procedure is very important in determining if someone is suitable to work with children. The CRB Disclosure process should only be used when a person is appointed to a post that has been determined by the club in accordance with relevant guidance issued by the England and Wales Cricket Board as requiring such disclosure (see appendix 3 posts which require vetting). If the applicant is from outside the UK, or has lived outside the UK within the last five years, then alternative vetting procedures may be required. Further information can be obtained from the Club Welfare Officer. It is possible that a CRB check will take several weeks. Therefore the club must ask applicants to sign a Self-Declaration Form as an interim measure. The Self Declaration Form should be submitted to our Club Welfare Officer. If the applicant claims to already have an ECB CRB Enhanced Disclosure the club should ask the County Cricket Development Officer to verify this by accessing the relevant management system.
- Setting a probationary period (6 months for staff or long term volunteers)
- Interviewing the individual either formally or informally; interviews will be carried out with at least two elected officers present.
- Assessing the individual's experience of working with children or young people and knowledge of child protection issues from their application form and other documentary evidence including where appropriate references (see below).
- Assessing the individual's commitment to promoting good practice. The club will consider all the information they receive via the application form, the outcome of the take of references and 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 for the role the above has been selected for within the club.

- By requesting at least two references from individuals who are 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 has been involved in sport, particularly children's cricket previously. Both references are to contain a statement relating to the referee's awareness of the responsibilities of the post applied for. References will be followed up prior to any offer of appointment being made. (see appendix five Reference Form).

Post Recruitment Decisions

The club will ensure that the following action is undertaken once the volunteer has been recruited:

- Any qualification should be substantiated e.g. requesting photocopies of relevant qualifications.
- New volunteers are made aware and sign up to the club's:
 1. Child Protection Policy
 2. Equity Policy
 3. Other Relevant Policies (as appropriate to application)
 4. Codes of conduct for coaches/participants and guests
 5. Relevant Best Practice Guidelines (as appropriate to application)
 6. Reporting Procedures
- Training needs are established and actioned
- A statement of the roles and responsibilities of the new volunteer is prepared and the volunteer signs up to same
- A period of supervision/observation or mentoring is used to support the new volunteer

Umpires and Scorers

The club will ensure good recruitment procedures when recruiting Umpires and Scorers to work with Children or Young People by: -

- Checking that the Umpire/Scorer is qualified and is covered by relevant current insurance
- Checking that they are a member of an appropriate Association approved by the CBW
- Checking that they have been through an appropriate recruitment process
- Checking that they have been through the CRB Disclosure Process with the CBW to check his/her suitability to work with Children in Cricket
- Confirm that they will agree to abide by the club's Code of Conduct for Members and Guests whilst umpiring/scoring

Overseas Criminal Record Checks

The club recognises that checks will need to be undertaken on post holders regardless of their nationality.

The club understands that different Countries have varying methods of providing background checks and that no all Countries are able to provide this service.

The club will adopt and implement the ECB's requirements for vetting and appointment of overseas applicants who are to have a role in cricket that would normally require vetting whilst in the UK. (See appendix 4 Overseas Vetting Guidance)

(The above has been adapted and developed from ' ECB Guidance appointing Volunteers and or paid staff for cricket from the Club "Safe Hands" Crickets Policy for Safeguarding Children)

Appendix 1

VOLUNTEER APPLICATION FORM FOR THOSE WHO WORK WITH CHILDREN

All information received in this form will be treated confidentially

| | |
|--|--|
| Name: | Maiden Name (if applicable) |
| Current Address: | Previous Address over the last 5 years |
| | |
| How long have you lived at this address? | |
| Home Telephone Number: | |
| Mobile Telephone Number: | |
| E-Mail Address: | |

ETHNIC ORIGIN

Which one of the following groups do you feel most adequately describes your ethnic origin?
Choose one from the appropriate sections: *(Based on classifications recommended by the Commission for Racial Equality)*

| | | | | |
|--|--|--|---|----------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Black | <input type="checkbox"/> Asian | <input type="checkbox"/> Mixed | |
| <input type="checkbox"/> English | <input type="checkbox"/> Scottish | <input type="checkbox"/> Welsh | <input type="checkbox"/> Irish | <input type="checkbox"/> Other |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Any other Mixed background | |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Caribbean | <input type="checkbox"/> African |
| <input type="checkbox"/> Chinese | Other | | | |

DISABILITY

Do you consider yourself disabled as defined by the Disability Discrimination Act?
i.e Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities?

Yes No

If yes, please state briefly the nature of your disability

AGE

| | | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 25-29 | <input type="checkbox"/> 30-44 | <input type="checkbox"/> 45-59 | <input type="checkbox"/> 60-64 | <input type="checkbox"/> 65+ |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|

Previous work experience & relevant qualifications:

| |
|--|
| |
|--|

Have you previously been involved in voluntary work? YES/NO (If yes, give details:)

| |
|--|
| |
|--|

Any other relevant information that may be applicable or that the club needs to be informed about?

| |
|--|
| |
|--|

Do you agree to abide by the club's Codes applicable to the role you are undertaking (copies of which are included in the application pack)?

| | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

Have you been made aware of and sign up to ECB's Safeguarding and Equity policies.

| | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

I understand that an ECB CRB Enhanced Disclosure check must be carried out before my application for appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made. I am also aware that the ECB or CBW as the umbrella organisation carrying out the check are not allowed to tell the Club about any actual offending matters due to confidentiality. But understand that the ECB or CBW will however; inform the County Welfare Officer whether or not I am suitable to work with Children.

I understand that CRB checks can take several weeks to process so I will complete a Self-Declaration form in the interim period.

I declare that the information I have provided is complete and correct to the best of my knowledge and I will inform the designated person of any future changes to the above information.

| | | | |
|---------------------|--|-------|--|
| SIGNED (Signature): | | | |
| NAME (Print): | | | |
| POSITION: | | DATE: | |

FOR OFFICIAL USE ONLY

| | | |
|--|------------------------------|-----------------------------|
| Date application received: | | |
| Interviewed by: | | |
| Date of Interview: | | |
| Comments: | | |
| Proof of applicant's identification received: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Identification type: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Completed and signed Enhanced CRB Disclosure Form | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Completed and signed Self Declaration Form | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Copies of coaching certificates received | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Copies of Safeguarding Young People certificate received | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Copy of First Aid certificate received | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Copy of Equity in your Coaching Certificate | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Applicants have been made aware of and sign up to the Club's relevant Policies / Codes of conduct and Best Practice Guidelines | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Training needs are established and actioned. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| A statement of the roles and responsibilities of the new volunteer is prepared and the volunteer signs up to same | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| A copy of Procedures for Responding, Recording and Reporting Concerns has been given out | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

| | | | |
|---------------------|--|-------|--|
| SIGNED (Signature): | | | |
| NAME (Print): | | | |
| POSITION: | | DATE: | |

APPENDIX 2

SAFEGUARDING CHILDREN – FIT AND PROPER PERSON CHECKLIST

ESSENTIAL

1. Applicant has attended a Safeguarding Young People workshop (note if all other criteria are met the applicant may be appointed on the understanding that they complete the next available Safeguarding Young People workshop following taking on the role of designated person).
2. Applicant is willing and able to provide relevant references from persons unconnected to the applicant. One reference to be associated with the applicant's place of work and if possible, one that demonstrates the individual has been involved in sport particularly children's cricket previously. Both references must contain a statement relating to the referee's awareness of the responsibilities of the post applied for. References should be followed up prior to any offer of appointment being made. If the references raise concern's you are advised to contact the County Welfare Officer for advice and guidance.
3. Applicant has completed an Enhanced CRB via the ECB or CBW CRB unit and acceptance by the ECB or CBW of the outcome / or self-disclosure dependent on role. A history of offending will not prevent someone working with children. Each case is considered on its merit. The CBW Cricket Development Officer will be able to advise further in this matter.
4. Applicant is willing to update skills and knowledge.
5. Applicant has knowledge of and positive attitudes to equal opportunities.
6. Applicant is committed to treat all children as individuals and with equal concern.
7. Applicant is in a state of physical Health that is appropriate to carry out tasks.
8. Applicant has mental stability, integrity and flexibility.

DESIRABLE

The applicant has:

1. Knowledge of child protection issues *
2. Knowledge of child protection legislation *
3. Relevant Cricket knowledge/understanding.
4. Previous experience of working with children and or young people.

* If an interested individual does not currently have knowledge of child protection issues and or child protection legislation this can be addressed initially by attending the Safeguarding Young People workshop.

NB: If any person is considered not to be a "fit" person to work with children, his/her application should be refused.

Appendix 3



BRIDGEND TOWN CRICKET CLUB LIST OF POSTS, WHICH REQUIRE VETTING CHECKS EMPLOYEES / VOLUNTEERS

| ROLE | CRB CHECK ALWAYS REQUIRED | SELF-DECLARATION |
|--|---------------------------|------------------|
| Coaches | Yes | |
| Managers | Yes | |
| Umpires | Yes | |
| Scorers | Yes | |
| Club Welfare Officer | Yes | |
| | | |
| Captains 1 st 2 nd 3 rd 4 th Sunday X1 | Yes | |
| Key Club Officers (Chair, Vice-Chair, Secretary, Treasurer) | Yes | |
| Other Officers (Fixture Secretary) | | Yes |
| Elected Committee Members | | Yes |
| Chairman of Selectors | | Yes |
| | | |
| Fitness advisor / Physiotherapists/ Medical Support Staff | Yes | |
| | | |
| Community/Schools Liaison Staff | Yes | |
| | | |
| Caterers | | Yes |
| Bar Staff | | Yes |
| Club Cleaners | | Yes |
| Web Site Staff | | Yes |

These are the roles within Bridgend Town Cricket Club that should undertake a Criminal Records Check or a Self Disclosure Form. Anyone completing their CRB should complete a Self Disclosure Form at the same time to cover the gap between completion and result.

This list will be subject to annual review and audit.

A register of the persons holding the above posts is held by the Club Welfare Officer.

Appendix 4



OVERSEAS VETTING GUIDANCE – 2008

Overseas vetting is required by anyone from abroad who has a role within cricket that would normally require vetting whilst in the UK.

It is intended for someone who is not a permanent resident in the UK - has not been / will not be in the UK long enough to apply for a UK CRB Enhanced Disclosure – valid for 3 years. Examples of this being:

- You are from abroad, coming over to the UK for a season on a cricket related player/coach work permit and will be associated with an ECB/CBW affiliated club.
- You are from abroad, over in the UK on a valid visa with a role that would usually require UK CRB vetting e.g. Coach, Coach Assistant, Umpire, Scorer, Team Manager, etc.
- You are from abroad with the intention on doing a coaching course whilst in the UK. Your coaching certificate will not be issued unless you have undergone the appropriate vetting procedure.
- You are from abroad and wish to be a member of the ECBCA / ECBOA. A requirement for this is to be appropriately vetted before membership can be granted.
- You have recently arrived from abroad, intending on residing in the UK more permanently, but have not been in the UK long enough to have enough documentation to support the UK CRB application's section X proof of address. You would submit an 'overseas vetting application' initially until you have been here long enough to provide this information and submit a UK CRB application.

* You should be appropriately vetted before you begin your role within cricket in the UK. Therefore, you should submit your overseas vetting application prior to coming over, or as soon as you arrive in the UK. It is easier to obtain the required police clearance from your country whilst you are still over there.

* All required documentation needs to be sent to the ECB.

Applications can be sent in via fax, email or post as long as information received is readable.

Emailed to: crb@ecb.co.uk

Faxed to: +44 207 289 2807

Posted to: ECB – CPT Dept, Lords Cricket Ground, London, NW8 8QZ

* All required documentation must be submitted together and only fully completed applications will be accepted. If anything is missing, the application will be returned straight away and we will not hold on to applications or enter you on the system as pending while waiting for missing documents to come in.

* If all is in order once we have received your application prior to / upon your arrival, the ECB aims to review applications within the week of receiving it.

* Overseas vetting applications are only valid until December 31st of the year that you apply for it. Therefore, if you intend on returning to the UK, you would need to re-submit an up to date application if/when you do.

On December 31st you will automatically expire on the database and all documentation submitted that year will be destroyed due to data-protection reasons.

A COMPLETED APPLICATION CONSISTS OF:

1. Completed Overseas Vetting Form. This can be found on our website: (<http://www.ecb.co.uk/ecb/safeguarding-children-and-child-protection/>)
2. Copy of appropriate criminal record background certificate from your country of residence.
3. Copy of work permit / relevant visa allowing you to be in the UK for that time (not needed if submitting an application whilst living abroad – e.g. ECBCA/ECBOA membership)
4. Copy of passport

***1) Overseas Vetting form guidance:**

- The appropriate option(s) need to be ticked in order for us to assess the reason for application and what kind of application it is as well as who to inform once vetted.
- Full name needs to be listed as it appears on passport. This will be the name entered onto the database. If you have a nickname / shortened name, this needs to be filled in by the 'Also known as' section.
- All positions / relevant roles should be listed.
- UK telephone numbers relate to those of yourself, the applicant only if applicable.
- UK address needs to be the address that you are residing at whilst in the UK and NOT the club/contact address. This is the address that all correspondence will be sent to. **If the club/contact wishes for correspondence to be sent to them instead, they should state so in a covering letter attached**
- Date of birth, Country of Birth and Nationality to be filled in.
- Passport number and date of issue to be filled in.
- Work Permit / Visa number and date of issue (if applicable) – this is whatever is allowing you to be in the UK for that time.
- Arrival dates and departure dates (approximates if exact not known) should be listed.
- Email address for yourself and/or contact should be listed if applicable. This will enable easier communication if needed.
- Non UK address must be listed for our records and maybe for further correspondence if needed once you return to your country. If you are applying from / are residing abroad (e.g. for ECBCA membership) then this is the only address that needs to be listed.
- Club information to be listed, if applicable.
- A club contact needs to be listed. Their telephone number is preferable rather than the club's telephone number.
- Coaching qualifications and membership numbers to be listed if applicable.
- Your signature is essential, and if part of an affiliated club, the Club Welfare Officers signature should support this.

***2) Appropriate criminal record background certificate from country of residence:**

- Most guidance on how to obtain the above can be found on the CRB website, at the following link: <http://www.crb.gov.uk/Default.aspx?page=2243>
For India, Sri Lanka, Pakistan, etc a stamped and signed 'letter of good conduct / police clearance certificate' from their local authority is what needs to be requested. Any other queries, please do not hesitate to contact us.
- Only a copy is required, as long as all the information can be clearly read.
- The 'certificate' is valid for the calendar year in which it was issued i.e January – December. Therefore the issue date needs to be within the year you are applying for the Overseas Vetting application. A new clearance is required each time you apply.

*** 3) Work Permit / Visa:**

- This is a copy of whatever is allowing you to be in the UK for the time that you are here. If you do not require a Visa/Work Permit to be in the UK, then a copy of your passport only will be adequate.

*** 4) Copy of passport:**

- A copy of the photo page with your information and passport number is required here.

*** It is not essential, but would be much appreciated if your club could include a covering letter confirming that the you will be at their club for the season (if that is the reason for applying) when sending in all of the above.**

**CHECKLIST
RECRUITING AND APPOINTING APPROPRIATE
VOLUNTEERS AND/ OR PAID STAFF
TO WORK WITH CHILDREN AND YOUNG PEOPLE.**

- Consider the individual's appropriateness for the role (checking them against the criteria set out in appendix 2 can do this).
- If not previously supplied, provide relevant job description to applicant.
- Obtain completed and signed application form.
- Obtain a completed and signed CRB enhanced Disclosure Form / Self Declaration Form – see Appendix 3 for checklist of posts requiring Vetting checks.
- Obtain a completed and signed Self-Disclosure form – this is required as well as a completed CRB enhanced Disclosure Form-as the CRB check can take several weeks to be completed.
- Obtain copies of all coaching certificates (if appropriate).
- Obtain copies of any up to date course certificate/s that the applicant has already been on – i.e. Child Protection, First Aid, Equity etc. (Remember that course certificates have a life span of 3 years).
- Obtain two references.
- Make sure applicants have been handed a copy of the club's Child Protection Policy and Equity Statement's.
- Make sure applicants have been handed the relevant Code/s of Conduct applicable to the applicant's role being undertaken.
- Make sure you have identified and actioned any relevant training needs for the applicant.
- Make sure that the applicant has been handed a copy of the procedures for Responding, Recording and Reporting concerns.



Appendix 5
BRIDGEND TOWN CRICKET CLUB
REFERENCE FORM

REFERENCE FOR.....

APPLYING FOR THE POSITION OF.....

Bridgend Town Cricket Club is involved in children's Cricket and in keeping with guidelines set out by the ECB/CBW has been asked to provide a reference.

Their role involves access to Children and Young People. As an organisation committed to safeguarding children we are keen to gather references and to know whether you have any concerns about the applicant's involvement with children.

If you are willing to complete the rest of this reference any information you share will be treated in confidence in accordance with relevant legislation.

How long have you known this person?

In what capacity do you know them?

Do you think this person is suitable to help in children's cricket? Yes No

If yes, could you comment on their skills, ability and relationships with children? If no, can you say why?

Please tick the relevant boxes:

| | Poor | Good | Excellent |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| Able to stay calm with children | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Able to motivate children | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Coaching skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Administration ability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trustworthiness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reliability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Honesty | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

About You:

Do you have a role in children's cricket? If yes, please briefly describe what you do.

Your name:

Your address:

Signed:

Dated: