Policy on recruitment and selection of volunteers working with children

Dorking Cricket Club

This document sets out the Dorking Cricket Club's volunteer recruitment policy. Its aim is to ensure that only appropriate adults work with young people at the Club.

- Any applicant for a post involving regular, unsupervised access to children will be required to complete an application form and must be willing and able to supply the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience or and suitability for, working with children. Referees must have known the applicant for at least two years. These references must be taken up by the Club prior to the applicant's formal appointment. Any such applicant will also be interviewed either formally or informally by two representatives of the Club, and where appropriate their qualifications, experience and insurance cover will be verified.

- In accordance with current ECB guidance, existing and prospective coaches, youth team managers, umpires, scorers, and any adult in a supervisory role with children and young people within the Club must complete a Disclosure and Barring Service (DBS) application.

- All new volunteer coaches must sign a statement committing to follow the ECB code of conduct for coaches.

- All posts for which new volunteers are required will have a clear written job description detailing the post's roles and responsibilities.

- All appointments will be made either by the main club committee or by the colts sub-committee (as appropriate) and not by any individual member/s of the Club.

- So far as appropriate for their roles, all new recruits should go through an induction process as soon as possible so that they are familiar with the club's policies and procedures and responsibilities for the post, and with the ECB Safe Hands policy.

- Any concerns about information received on an application form or that come to light during the recruitment process of an applicant must be acted on by the Club's Welfare Officer, who will follow ECB procedures.