

ECB Guidelines on Appointing Appropriate Staff and Volunteers to Work with Children

It is ECB 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.

Appointing a Volunteer Coordinator

It is extremely useful and helpful for clubs to have a Volunteer Coordinator, whose main role is to act as a focal point for volunteers and volunteering within the club.

The Volunteer Coordinators will ensure 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

To find out more about the role of the Volunteer Coordinator and how to access training please get in touch with the Cricket Development Officer or Volunteer Coordinator at your local CCB.

Staff and volunteers working with children in sport may be defined as working in "Regulated Activity". For further information see the documents 'ECB Guidance on Vetting Checks' and 'How to determine which roles in Cricket are Regulated Activity' located elsewhere in this section of this Kit Bag.

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 following the 'ECB Guidance on Roles in Cricket that require a Vetting Check'.

The Club Welfare Officer

Every club **must identify, and appoint**, a Club Welfare Officer 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 position exists to help clubs create a welcoming and child-centred environment at the club.

The Club Welfare Officer is required to attend two separate training modules, to support and equip them for their role.

The Club Welfare Officer must advise clubs on which roles within the club require the post holder to undertake the ECB vetting process as part of the recruitment and appointment process. The 'ECB Guidance on Vetting Checks' contains details of posts which require vetting checks.

Ideally the Club Welfare Officer should have a significant role within the process for recruiting volunteers and staff to a club, working closely with the Volunteer Coordinator where one is in place.

Guidelines on recruitment and selection of volunteers working with children.

These best practice guidelines were originally developed by the Football Association and have been amended by the ECB to provide clubs, and leagues, with relevant advice and guidance.

The safety of children should be paramount in all activities and these guidelines are designed to help you in this.

The ECB is committed to providing a welcoming, child-friendly and safe environment for children. By adopting the points outlined here you will be putting in place the current best practice to safeguard children whenever a volunteer is sought to work with them.

Most of those working with children in cricket only have the best possible intentions. However, the ECB 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 a club, or league, must be consistent and fair at all times.

Planning

The first stage of any recruitment process involves planning. Club or league officials should draw up a profile, which highlights the main areas of an identified role. They should decide on the skills and experience needed to fulfil the requirements of the role and draw up a 'person specification'. Sample job descriptions can be found on the ECB website.

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

Application forms

Clubs, and leagues, should use application forms to collect information on each applicant. These should be stored and retained in a consistent way.

More than one person should look at the application forms to ensure a fair and equitable scrutiny is completed.

Clubs or leagues should ask to see identification documents to confirm the identity of the applicant (e.g. passport or driving licence).

Meeting/interview

It is highly recommended club, or league, officials meet with all applicants prior to any recruitment decisions being made and that more than one official is present. The meeting/interview will enable the club, or league, 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, you are advised to contact the ECB Safeguarding Team for advice and guidance (see the Kit Bag Sample Reference Form).

Vetting Procedures including DBS checks

The vetting process is very important in determining if someone is suitable to work with children. Clubs and leagues 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.

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. Please 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

Clubs should 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 should 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

For further information on recruiting, supporting and retaining volunteers see 'Recruiting and Supporting Volunteers' in this section, or visit

www.ecb.co.uk/development/volunteering

Umpires and scorers

Umpires and scorers are usually organised through a regional or league appointment panel. However, where a club 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 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. The Kit Bag has an ECB non-UK vetting form which must accompany any non-UK vetting check submitted to the ECB. It is easier if Non-UK vetting checks 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.

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.

Clubs 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.

