



Registered Charity 1165948

## **Berkshire Cricket**

### **Safer Recruitment Policy**

Policy updated: January 2025

Next Review Date: January 2026

Version: 1.0

#### **DEFINITIONS**

In this Policy the following terms/expressions shall mean:

- 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**

Berkshire Cricket is firmly committed to creating a safe and inclusive environment for everyone to enjoy the game of cricket.

A desire to abuse another person is unlikely to be the motivation of someone seeking to work or volunteer within an organisation, but research suggests that those people who subsequently go on to harm children, are likely to seek opportunities that provide access to children and organisations that have poor recruitment processes.

This guidance outlines the steps that all those involved in recruitment must take to ensure those employed or who volunteer are safe to work with children and adults. It is acknowledged that recruitment at different levels of the game may vary, however the same basic principles will apply.

Berkshire Cricket ensures that when commissioning services from organisations that involve staff or volunteers from those organisations having roles in relation to children a contractual condition is included which requires the organisations concerned to apply the same standards to their recruitment procedures.

#### **PRINCIPLES UNDERPINNING THE POLICY**

Safer Recruitment aims to ensure that the recruitment and selection processes used in cricket incorporate relevant vetting and checking procedures, includes a robust induction and provides ongoing training and development.

This policy outlines the steps Berkshire Cricket will take to ensure those employed or who volunteer are safe to work with children and adults and its main purpose is to:

- Deter unsuitable people from applying and working within the game.
- Attract the best possible candidates to work with Berkshire Cricket to create and maintain a safe workforce.

## **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. Berkshire 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.

Any advertising used to recruit colleagues to Berkshire Cricket will reflect the aims of the organisation, the responsibilities of the role, the level of experience or qualifications required – noting where relevant that experience of working with young people is an advantage.

### ***Safeguarding Statement***

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

“Berkshire Cricket is committed to safeguarding and protecting the children and adults we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.”

### ***Defining the Role***

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

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

Where roles fall within the definition of Regulated Activity role profiles will specify the requirement for an 'Enhanced DBS Check' with a check of the relevant barred lists by the ECB DBS provider.

Potential applicants are sent a job pack containing pre-application information, which includes a job description, a person specification and an application form.

All applicants whether for paid, full or part-time positions are asked to complete an application form.

This includes the following:

1. Their consent to a DBS check (if the role falls within the definition of Regulated Activity).
2. An acknowledgement of their agreement to abide by the organisation's policies including Safeguarding, Equal Opportunities, and Code of Conduct.

Applicants are to be advised that failure to disclose information or subsequent failure to conform to the any of Berkshire Cricket's policies will result in disciplinary action and possible exclusion from working for Berkshire Cricket.

### ***References and Checks***

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). References should cover at least three years of employment history.

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

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.
- 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 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.

A DBS check will be undertaken for all roles that are deemed to be working in regulated activity with access to young people. Where positive disclosure information is received from the DBS this will be reviewed by the Cricket Regulator Case Management Team and appropriate measures put in place.

## **SELECTING THE RIGHT PEOPLE (SHORTLISTING)**

### ***Checking Applications checklist***

The following should be checked on each application form received:

- Application forms are fully complete.
- Sufficient evidence is provided.
- Gaps are identified in work history and explained.
- 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.

### ***Shortlisting***

At least 2 people should be involved in the shortlisting process.

Berkshire Cricket will ensure 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.

Berkshire 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. Where appropriate the County Safeguarding Manager will be on the panel.

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.

## **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.

The selection process for roles working with children should always include a face-to-face interview. Interviews may include additional selection techniques such as 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***

Berkshire Cricket will comply with all relevant equalities legislation which is in force. They 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.

Berkshire 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 Berkshire 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 should be set.

## **PRE-EMPLOYMENT CHECKS**

Berkshire Cricket appointments are subject to satisfactory completion of the pre-employment checks detailed below. 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 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.
- Receipt of references direct from the referees (not collected from the candidate).


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.

## **INDUCTION AND TRAINING REQUIREMENTS**

All new colleagues to paid posts at Berkshire Cricket will follow a comprehensive induction programme, which includes:

1. Providing information about Berkshire Cricket.

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2. Setting standards and patterns of behaviour expected.
  3. Providing an understanding how individual role contribute to our success.
  4. Agreeing performance objectives.
  5. Completing Level 1 Safeguarding Induction training and a safeguarding induction delivered by the County Safeguarding Manager.

All new colleagues are required to sign-off their agreement to Berkshire Cricket policies on their first day. For new colleagues occupying designated roles, safeguarding and child protection procedures will be explained by line managers as part of the induction process and any training needs established.

## **PERFORMANCE MONITORING AND REVIEW**

At regular intervals Berkshire Cricket colleagues or volunteers working in contact with children will be given the opportunity to receive feedback, to identify training needs and set new goals. Line Managers undertaking the assessment must be sensitive to concerns about poor practice or abuse and act on them at an early stage. Colleague's competence in working with or in contact with children will be formally reviewed by their line managers.

Further information is available from the ECB Safeguarding Kitbag at:

[Safer Recruitment Guidance](#)