



Introduction

It is the Edenbridge CC 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.

Staff and volunteers actively working with children in sport may be defined as working in “Regulated Activity” depending on the type of work that they do and the time spent in contact with children.

Edenbridge CC will ensure good recruitment procedures are carried out when appointing a volunteer and/or paid staff to work with children 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 (job description)
- Insisting that a person applying for any post of responsibility completes an application form (see appendix 1)
- By ensuring that the individual goes through the vetting process and that a vetting check (DBS Check) is obtained prior to them taking up the post, please note:
 - a) The vetting procedure is very important in determining if someone is suitable to work with children. It is appropriate to use a DBS Check when a person is appointed to a post that brings the person into regular and direct contact with children which fit with the definition of “Regulated Activity”. Please refer to Kent County Welfare Officer for advice on whether the role is a “Regulated Activity”.
 - b) Since October 2009 it has been a criminal offence for a barred person to work, or volunteer, in “Regulated Activity”; or to seek to do so. In addition, it is also a criminal offence to knowingly allow a barred person to work, or volunteer, in “Regulated Activity”. The maximum penalty for these offences is either up to five years in prison, or a fine, or both, to be decided by the court.
- Consider all information received via the application form; confirmation of identity, the outcome of the take up of references (if any). Edenbridge CC recognises that references are desirable but accepts that in many instances references may not be applicable or practical for applicants
- Setting a probationary period (Six months for staff or long term volunteers)
- Interviewing the individual either formally or informally
- Assessing the individual’s experience of working with children or young people and their knowledge of child protection issues
- Assessing the individual’s commitment to promoting good practice



Edenbridge CC will consider all the information they receive via the application form, confirmation of identity, the outcome of the take of references (if any) and the vetting process. This information will 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.

Post Recruitment Decisions

Edenbridge CC will ensure that the following action is undertaken once the volunteer has been recruited:

- Any qualification will be substantiated e.g. requesting photocopies of coaching certificates.
- New volunteers are made aware and sign up Edenbridge CC's child protection policy and procedures, best practice guideline and codes of conduct (Appendix 3)
- Training needs will be 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
- The ECB's Safeguarding and Protection of Children Workshop is completed.

Umpires and Scorers

Edenbridge CC will ensure good recruitment procedures when recruiting Umpires and Scorers to work with children by:

- Checking that the Umpire/Scorer is qualified and is covered by relevant current insurance
- Checking that they are a member of the ECB Officials Association or the Association of Cricket Umpires and Scorers
- Checking that they have been through an appropriate recruitment process
- Checking that they have been through the DBS Disclosure Process with the ECB to check his/her suitability to work with children in cricket
- Confirm that they will agree to abide by the Code of Conduct for Members and Guests whilst umpiring / scoring

Non- UK Vetting

- Edenbridge CC recognises that checks will need to be undertaken on post holders regardless of their nationality and that different countries have varying methods of



providing background checks and that not all countries are able to provide this service

- Edenbridge CC will adopt and implement the ECB's requirements for Non-UK vetting and appointment of overseas post holders. Further guidance can be obtained from the ECB Child Protection Team.
- Edenbridge CC understands that Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years.
- Background checks will need to be undertaken on any individual who works, either in a paid or volunteer capacity, with children.

Please note that 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 for 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) they must also complete the vetting process.

Please note that the laws relating to "Regulated Activity" apply even if the individual is not from the UK

Acknowledgments

The above has been adapted and developed from ECB Guidance appointing Volunteers and or paid staff for cricket, from the ECB '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)

Address: Previous Address in the past 5 years

How long have you lived at this address?

Home Telephone Number

Mobile Phone Number

ETHNICITY

Please tick the box that best describes your ethnic origin

a) WHITE

British Irish Other

b) MIXED

Mixed Ethnic Background

c) ASIAN

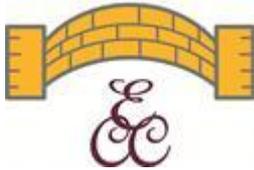
Indian Pakistani Bangladeshi Other Asian Background

d) BLACK

Caribbean Africa Other Black background

e) CHINESE OR OTHER ETHNIC GROUP

Chinese Other ethnic background



DISABILITY

Do you have a disability? YES NO

If yes, please state disability -----

AGE

18-25 26-36 37-47 48-58 59-69 70 Plus

Previous work experience & relevant qualifications:

Have you previously been involved in voluntary work? YES/NO

If yes, give details:

Do you have any spare time hobbies, interests or activities?

Do you agree to abide by the Edenbridge CC Code of Conduct applicable to the role you are undertaking and the Edenbridge CC Code of Conduct for Members and Guests?

YES NO

Have you completed a Safeguarding and Protecting Children (SPC) Course, First Aid, Equity, and Disability Training?

Please tick relevant boxes:

SPC First Aid Equity First Aid

Disability Training

Any other relevant information that may be applicable or that Edenbridge CC needs to be informed about?



I understand that the role I am undertaking is a Regulated Activity and that prior to taking up the role I must go through the appropriate vetting process and complete a DBS Check. I confirm that the procedure 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 as the umbrella organisation carrying out the check are not allowed to tell Edenbridge CC about any actual offending matters due to confidentiality. But understand that the ECB will however inform the Kent County Welfare Officer whether or not I am suitable to work with Children.

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.

Signature -----

Print Name: -----

Date: -----

FOR OFFICAL USE ONLY:

Date application received: -----

Interviewed by: -----

Date of Interview: -----

Comments: -----

Proof of applicant's identification received YES NO

Identification type -----

Completed and signed DBS Disclosure Form YES

Copies of coaching certificates received YES



Applicants have been made aware and sign up to the Edenbridge CC child safeguarding policy and procedures, best practice guidelines and codes of conduct? YES

Training needs are established and actioned? YES

A statement of the roles and responsibilities of the new volunteer is prepared and the volunteer signs up to same? YES

A copy of the Edenbridge CC Procedures for Responding, Recording and Reporting Concerns has been given out? YES

SIGNED ----- DATED -----

**Appendix 2****SAFEGUARDING CHILDREN – FIT AND PROPER PERSON CHECKLIST****ESSENTIAL**

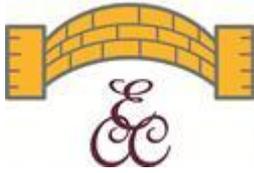
1. Attendance at an ECB Safeguarding and Protecting Children (SPC) course. Note, if all other criteria are met the applicant may be appointed on the understanding that they complete the ECB SPC workshop within two months of taking on the role of designated person
2. Willing and able to provide relevant references (where appropriate)
3. Completion of a DBS Check and acceptance by the ECB of the outcome. A history of offending will not prevent someone working with children. Each case is considered on its merit. The Kent County Welfare Officer will be able to advise further in this matter.
4. Willingness to update skills and knowledge
5. Previous experience of working with children and or young people
6. Knowledge of and positive attitudes to equal opportunities
7. Commitment to treat all children as individuals and with equal concern
8. Physical health appropriate to carry out tasks
9. Mental stability, integrity and flexibility

DESIRABLE

1. Knowledge of child safeguarding issues
2. Knowledge of child safeguarding legislation
3. Relevant cricket knowledge/understanding

If an interested individual does not currently have knowledge of child safeguarding issues and/or child safeguarding legislation, this can be addressed initially by the ECB's SPC 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

ROLES WHICH REQUIRE A VETTING CHECK WITHIN CRICKET

ROLE
Coaches – whether volunteer or paid, assisting or leading
Junior Managers / Age Group Managers / Junior Supervisors
Umpires
Scorer
Welfare Officer
Fitness advisor/ Physiotherapists/ Medical Support
Open Age Group Captains (where players under 18 are regularly in the side)

All other roles not listed above need to be reviewed. Please seek guidance from the Kent County Welfare Officer.

The requirement to undertake vetting checks on an individual depends on the work they are doing with children, whether it is paid or unpaid. The relevant type of work is defined by looking at the type of contact with children and the time spent with children and is known, in law, as “Regulated Activity”.

Please note that since October 2009 it has been a criminal offence for a barred person to work, or volunteer, in “Regulated Activity”; or to seek to do so. In addition, it is also a criminal offence to knowingly allow a barred person to work, or volunteer, in “Regulated Activity”. The maximum penalty for these offences is either up to five years in prison, or a fine, or both, to be decided by the court.



Checklist

RECRUITING AND APPOINTING APPROPRIATE VOLUNTEERS AND/OR PAID STAFF TO WORK WITH CHILDREN

- Consider the individual's appropriateness for the role, this can be done by checking them against the criteria set out in Appendix 2
- Hand out relevant job description to applicant
- Obtain completed and signed application form
- Obtain a completed and signed DBS Disclosure Form – see Appendix 3 for checklist of posts requiring vetting checks
- Obtain copies of all coaching certificates (if appropriate)
- Obtain copies of any up to date course certificates the applicant has already been on, e.g. SPC, First Aid, Equity etc. (Remember that course certificates have a life span of 3 years)
- Make sure applicants have been handed a copy of the Edenbridge CC Child Protection Policy and Equity Statement
- Make sure applicants have been handed the relevant Codes 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 Edenbridge CC procedures for Responding, Recording and Reporting concerns