



THE RECRUITMENT OF VOLUNTEERS, COACHES & UMPIRES

1 Introduction

As normal good practice and to prevent unsuitable people from working within St Chad's Broomfield Cricket Club the Club will adopt a recruitment and selection policy for all its volunteers, especially coaches, where they will be working with young people.

2 Planning

Wherever possible, the need for extra volunteers and coaches who will be working with young people should be identified to the Club's Management Committee as soon as possible. The Management Committee will give approval for extra or new volunteers or coaches.

3 Applications

Once approved by the Management Committee, the names of individuals who are identified as being of the required calibre to be a volunteer or coach for the Club will be given to the Club Safeguarding Officer (CSO). (Normally it will be only the existing coaches at the Club who would be able to identify such individuals, but requests may come from within the youth cricket structure of the County. In either case, the CSO will then arrange for all documentation described below to be completed). No individual should be formally approached to become a volunteer or coach with the Club by anyone other than the CSO.

4 Checks and References

Qualified Individuals:

The CSO will determine if the individual already has current relevant clearances for working with young people and qualifications for coaching or umpiring as appropriate by asking for a Disclosure and Barring Service (DBS) Form. The CSO may also choose to ask for references for the individual. If the CSO is satisfied that all qualifications and clearances are current, they will make recommendations as to the suitability, or otherwise, of the individual to the Management Committee.

Non-Qualified Individuals:

With individuals who are not in possession of current qualifications and/or relevant clearances, the CSO will ensure that a Club Self Declaration Form or Disclosure Barring Service (DBS) form is completed. The CSO may also ask for the names of up to two referees for the individual. Once the

Self Declaration Form or Disclosure Barring Service form has been completed, the CSO will arrange for all clearances to be received and references to be taken up.

5 Training

Once all formalities have been completed and the individual is cleared to work with the young players of the Club, the CSO will make the individual concerned aware of all the relevant policies of the Club and its values. The CSO will give copies of the following documents and any other documentation deemed by the CSO as appropriate to all applicants:

- The Club's Safeguarding & Child Protection Policy
- The ECB Code of Conduct and Spirit of Cricket
- The Club's Code of Conduct for Club Officials, Volunteers & Coaches
- Club Guidelines about Photography & Video
- The Club's Inclusion & Diversity Policy Statement
- The Club's Disciplinary Procedure (found in the Club's Constitution)

It is the responsibility of the individual to ensure that their clearances and qualifications remain current.