

SAFER RECRUITMENT POLICY

Key Definitions - For the purposes of this Policy, the following terms shall mean:

- “Surrey Cricket” encompasses *The Surrey County Cricket Club, Surrey Cricket Foundation and Kennington Oval Limited*
- the term ‘child’ applies to anyone under the age of 18.
- the term “adults considered at risk” applies to those adults who have care and support needs as defined by the Care Act 2014
- the term ‘parent’ applies to anyone with guardianship or caring responsibilities for a child.
- the term ‘staff’ applies to coaches, team managers and all employees whether full or part time and volunteers working for and on behalf of Surrey Cricket
- the term ECB stands for the England and Wales Cricket Board
- the term “Safe Hands” refers to Cricket’s policy for safeguarding children.

Policy Statement

Surrey Cricket is firmly committed to creating a safe, enjoyable and inclusive environment for children and adults who are considered at risk within cricket. It is essential that Safer Recruitment practices are followed to ensure that all staff and volunteers in cricket are suitable for their role, appropriately vetted and supported by the County.

Surrey Cricket is committed to safeguarding children and adults considered at risk. Surrey Cricket complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process.

—The Safer Recruitment (Policy) aims to ensure that the recruitment and selection processes used in Cricket:

- Incorporates relevant vetting and checking procedures including a robust induction and ongoing training and development.

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

- Deter unsuitable people from applying and working within the game
- Attract the best possible candidates to work at Surrey Cricket to create and maintain our workforce

Preparing to Recruit

This is arguably the most important part of the process; if you don’t lay solid foundations for your recruitment then it will rapidly unravel as you move through the stages.

Ensure a detailed and accurate job description is created which clearly relates to the purpose and objectives of the role.

We have devised our own safeguarding statement which captures the ethos of our organisation:

- Outline your commitment to safeguarding
- Detail the principles of safer recruitment that you will follow
- Highlight strong safeguarding foundations
- Encourage people with positive safeguarding values.

If the role falls within the definition of Regulated Activity, you must include a statement that an application to the ECB DBS provider will be submitted once the person has been offered the role and you must also offer the new recruit the opportunity for to self-disclose any previous convictions in a confidential manner.

Ensure any job description is checked by your County/Club Safeguarding Officer before the final sign off.

Advertise the role both internally and externally to attract the most diverse pool of applicants and to ensure a fair, transparent and structured process is always being applied.

Throughout your selection process it is important to apply equal opportunities and consider the relevant legislation: Equality Act 2010). This protects applicants from discrimination throughout recruitment.

- The Equality Act 2010 is the right to equal access to employment, equal pay (if a paid role) and access to training and development
- Employers can follow this Act by:
 - Assessing against the applicant only against the person specification
 - Using neutral language in adverts and avoiding gender specific titles
 - Ensuring illustrative adverts represent diversity of participation.

Application Process

An application form is the most robust and reliable way for candidates to apply for your role. It is not advisable to request covering letters and CV's. An application form allows for:

- You to ask what you want to know, not what the candidate wants to tell you
 - All sections are to be fully completed
 - Sufficient evidence is to be provided
 - All gaps in work history are to be explained
 - Appropriate referee details must be included
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- Ensures references cover a suitable timescale.

An application form also allows for identification of other areas:

- Geographical movement
- Significant salary drops
- Change of career path
- Overlaps
- Inconsistencies
- Discrepancies between work history and reference information.

These points alone do not make the person unsuitable but do require further exploration.

On receipt of applications, it is important to shortlist the candidates appropriately using a scoring form and a shortlisting panel. The panel should include the County/Club Safeguarding Officer.

The positive and negative assessment criteria must be developed from the person specification for the role. What does good look like and what would you not like to see? It is important that each shortlisting panel member completes all sections of the form.

Selection Process

- There are a range of methods that can be used as part of the selection process to test each aspect of the person specification and to identify the most suitable candidate for the role
- Role plays
- Group exercises
- Technical/competency-based interview
- Safeguarding/values-based interview
- Children's panel
- Presentations
- Written exercises
- For certain elite pathway roles psychometric tests of personality or aptitude may be appropriate.

Safer Interviewing

The interview process for roles involving work with children must always include a face-to-face interview before a final decision is made. For overseas applicants this could be conducted online.

- Select a diverse interview panel and for roles that fall within the definition of Regulated Activity, the County Safeguarding Officer must be on the panel
 - Ensure the questions chosen for the interview have been shared with the interview panel and a scoring chart is provided ahead of the interview to prepare
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- Questions asked of each applicant must be consistent, relevant to the role and selection criteria, and justifiable. If any supplementary questions are asked ensure you make a note of them
- Avoid prejudices and don't ever make assumptions
 - Have a marking criterion and use it consistently for making decisions always referencing it for any recruitment decision you make.

Following the interview, the panel should regroup and discuss findings and scores. This is an opportunity for further discussion, constructive challenge and debate. Identify the top candidates and decide. If you are struggling to decide, then consider implementing an additional assessment process to narrow down the pool further. **Vetting Process**

- Once you have decided on the successful candidate, you must check their identification (ID) and right to work
- Depending on the role and agreed criteria, you may also need to check their qualifications by way of proof (certification). It is important to check original certificates and be alert to the possibility of forgery. If you are unsure about their validity check with the awarding organisation
- ID and Right to Work checking is a statutory responsibility of employers, which if not completed sufficiently can lead to criminal liability for those in leadership positions. As an employer you must complete identity checking
- obtain proof of right to work in the UK from candidates (photo ID and birth certificate)
- You must contact the referees provided by the recruit and send out a reference form to the referees for them to complete. Do not ever collect references directly from the candidate
- You will also need to initiate the application for an ECB DBS check for roles where this is applicable.

Induction

Once your new starter commences work, they must have a face-to-face session with the County/Club Safeguarding Officer within 4 weeks, (or before they commence work if working directly with children) to cover the following areas:

- Induction into safeguarding and the importance of safeguarding within your club/county
 - Discuss expected behaviours and sign a code of conduct, including a statement that the individual agrees to always abide by Safe Hands Policy and procedures
 - Provide the individual with a relevant company/employee handbook
 - Identify a mentor or buddy that can support the individual in the initial stages of their employment
 - Share performance management processes and review the above points within the individual's probationary review meeting. This is usually within the first 3-6 months of their employment.
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Remaining Vigilant

Once you have appointed someone it is important that you continue to monitor their performance and address any concerns that might arise, including safeguarding concerns. More information regarding identifying and addressing concerns can be found in the ECB's low level concern guidance and reporting.

Induction and training requirements

All staff and volunteers who are new to Surrey Cricket will receive a Safeguarding Induction delivered by the County Safeguarding Officer, Heidi Langrish – safeguarding@surreyccricket.co. 07843977020. The CSO will also inform them of their Safeguarding training requirements in line with the training matrix.

Probationary periods

All new staff employees will be subject to a probationary period, and this will be confirmed in their unconditional offer of employment.

Further Information

- GOV.UK [ID and Right to Work](#) / [DBS Costs](#)
- ECB Safe Hands Help Centre [DBS FAQ's](#) / [Applying for a DBS](#)

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Appendix 1 **INSERT ORGANISATION NAME HERE**

Reference Request - Confidential

Candidate:

Post:

Employer:

In what capacity do you know the candidate?

How long have you known the candidate in
this capacity?

From:

To:

Candidate's dates of
employment

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Appendix 2

Interview Questions

Tell me about yourself?

(Tip for interviewees - This is usually the opening question and, as first impressions are key, one of the most important. Keep your answer to under five minutes...You can follow the same structure of your CV, giving examples of achievements and the skills you've picked up along the way)

What are your strengths?

(Tip for interviewees - Pick the three biggest attributes that you think will get you the job and give examples of how you have used these strengths in a work situation)

Regarding your attributes:

What is your understanding of the skill of 'effective communicator'?

What do you mean by organised?

Regarding your work experience :

Tell me about the cricket sessions for u18s you have run(detail)

Tell me about 'leading school cricket sessions'

Tell me about 'holiday courses'

Tell me about 'tournaments'

Regarding your key skills:

Give me an example of how you are innovative

Give me an example of how you are persuasive

Give me an example of when your 'can do' attitude has had a positive outcome on a situation

Give me an example of your 'problem solving' skill has had a positive outcome on a situation

What is your understanding of the skill of 'communication'?

What was the situation?

What were your actions?

What were the results?

Regarding your skills profile:

How are you '....able to interact with mixed ability groups'?

How do you 'find a way for everyone to get enjoyment from sport'?

If you were delivering a PE lesson and a child was being disruptive, how would you deal with it?

If you had a class with a history of poor discipline, how would you deal with them?

What would you do if a child made a disclosure to you

Why do you want to work for SCF/SCCC Coaching in Sport?

(Tip for interviewees - The interviewer is listening for an answer that indicates you've given this some thought. If you've prepared for the interview properly, you should have a good inside knowledge of the company's values, mission statement, development plans and products. Use this information to describe how your goals and ambition matches their company ethos)

What are your goals?

Any questions?

Next steps

Question 1.		score
Question 2.		score
Question 3.		score



Question 4.		score
Question 5.		score
Question 6		score

INTERVIEW CRITERIA

Candidate _____

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