



Safer Recruitment Policy Statement

1. Definitions - In this Policy the following terms/expressions shall mean:

- **Norfolk Cricket** – means Norfolk Cricket Board Limited
- **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.

2. Policy Statement –

Norfolk Cricket are firmly committed to creating a safe and inclusive environment for children to enjoy the game. **It is essential that Safer Recruitment practices are followed to ensure all staff and volunteers in cricket are suitable for their role, appropriately vetted and supported by the County.**

3. Principles underpinning the Policy - 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 provides ongoing training and development.

This policy outlines the steps Norfolk 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 in the Norfolk Cricket Team 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. The County Board 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

Safeguarding Statement

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

“Norfolk Cricket is committed to safeguarding and protecting the children, young people and vulnerable adults that we work with. As such, all posts are subject to a safe 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. Norfolk Cricket will implement:

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

Where roles are eligible, role profiles will specify the requirement for an ‘Enhanced DBS Check with a check of the relevant barred lists.

References

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

Referees will be asked specific questions; using the Norfolk Cricket Reference Form. (See Appendix 1 at the bottom of this policy)

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 at Risk
- 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 in order 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.

Selecting the right people (shortlisting)

Checking Applications checklist

- Application forms are fully complete
- Gaps are identified in work history
- 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

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

Shortlisting

Norfolk Cricket will ensure that the 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. Norfolk 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. 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.

Choosing Wisely (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 and young people should always include a face-to-face interview. Interviews may include additional interview 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

Norfolk Cricket will comply with all relevant equalities legislation which is in force from time to time. 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. Norfolk 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 Norfolk 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.

Checking Thoroughly

Pre-employment checks

Norfolk Cricket appointments are subject to satisfactory completion of the pre-employment checks detailed below and 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.

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.

Remaining Vigilant

Induction and training requirements

All staff and volunteers who are new to Norfolk Cricket will receive a Safeguarding Induction delivered by the Deputy County Safeguarding Officer, Kevin Denmark, kevin.denmark@norfolkcricket.co.uk or 07876 561388. Kevin 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 the unconditional offer of employment and the Statement of Written Particulars.

Adopted – October 2022

APPENDIX 1. NORFOLK CRICKET BOARD – REFERENCE REQUEST FORM

Applicant Name:	
Applicant Job Title Applied For:	

Please answer all questions honestly and accurately. If it is your company's policy to not give references, then we would be grateful if you could confirm dates the applicant was employed by you, then please sign and date. Thank You.

Specific dates of employment: (Please use exact dates)	
Job title:	
Nature of work, Specific duties, responsibilities:	
Is there any reason why you are not completely satisfied that the candidate is suitable to work with children or vulnerable adults?	
Reason for leaving employment?	
Number of days absence during the last 12 months?	
Was applicant honest and trustworthy at all times? If no please supply details:	
During employment was applicant the subject of a Disciplinary procedure? If yes, please supply details and outcome:	
Would you re-employ applicant? If no, please state reasons why:	
Do you have any other information you feel would be relevant to an employer?	

Please tick which box accurately applies to the applicant:

	Excellent	Good	Satisfactory	Below Average	Poor
General Conduct					
Work Performance					
Attitude to Work					
Initiative					
Time Keeping					
Relationships with: Colleagues:					
Relationships with: Customers: (If applicable)					

If you indicated applicant is "Below Average" or "Poor" for any category please state your reasons below:

Name (please print)	
Position in Organisation	
Name of Organisation	
Signature	
Date	
Telephone number:	

Please return completed form to Lewis Denmark, Norfolk Cricket Board Development Director via email at lewis.denmark@norfolkcricket.co.uk.