

# Safer Recruitment

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The ECB is firmly committed to promoting 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 your 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 throughout our sport, 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.

Throughout this document there is mention of further information, guidance and templates that are available to support you in this area. These are all available on the [safer recruitment](#) page of the ECB Website.

- **Guidance** - Safer Recruitment Quick Guide for Clubs
- **Templates** - Application Form, Interview Questions Sheet, Reference Request Form, Shortlisting Scoring Sheet, Safer Recruitment Checklist.

## Prepare

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.

Devise your own safeguarding statement which captures the ethos of your 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 also offer the opportunity for someone to self-disclose any previous convictions in a confidential manner.

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

Advertise the role both internally and externally to attract the most diverse group of applicants and 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 right to equal access to employment, equal pay (if a paid role) and access to training and development
  - Assessing against the person specification
  - Using neutral language and avoiding gender specific titles
  - Ensuring illustrative adverts represent diversity of participation.
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## 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
- 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 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/Club 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
- 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 assume
- Have marking criteria and use consistently for decisions always evidencing any recruitment decision you make.

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

## Checking and 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 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 (photo ID and birth certificate) and obtain proof of right to work in the UK from candidates
- You must contact the referees provided and send out a reference form for them to complete. Do not collect these via the candidate
- You will also need to initiate the application for an ECB DBS check for those in relevant roles.

## 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.



## 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.

## Further Information

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

