

## Maghull CC – Recruitment Policy

As normal good practice and to prevent unsuitable people from working within the club, the club has adopted a Recruitment and Selection Policy for all staff and volunteers.

The following provides the key steps to ensuring that the appropriate Adults are working with Young People in the Club.

### **PLANNING**

Each club section will write a clear job description, detailing the roles and responsibilities of the post and the expectations of the Club.

Each club section will write a person specification detailing the qualifications and experience required.

An application form will be provided which will provide all relevant information and seek all relevant information regarding the applicant's qualifications, experience, and suitability for the post to be filled.

Each section will prepare a pack for any candidates seeking to fill a post within the club. The pack will contain:

- Job description and person specification
- Club policy on Child Welfare
- The various Club Codes of Conduct
- Application form

### **APPLICATION**

All candidates must complete an application form, which includes:

- Name, address and the right to work e.g. through a national insurance number
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport (to confirm experience and identify any gaps)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicants previous experience of, and suitability for, working with Young People (previous employer)
- Details of any former involvement with sport

### **CHECKS AND REFERENCES**

- When a candidate has been short-listed they must complete a Self Declaration Form prior to the interview. Prior to an offer of appointment a DBS Disclosure must be successfully received.
- The ECB reserves the right to verify information received through a Criminal Records Bureau check, for example with agencies such as social services and the police.
- All short-listed applicants should be given a copy of the Club Child Welfare Policy and the appropriate Codes of Conduct. It should be made clear that a condition of appointment is that the applicant must sign up and adhere to the Policy and the Codes of Conduct and that the outcome of any breach of the Codes or Policy could result in disciplinary action.

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- A minimum of 2 written references should be taken up and at least one should be related to former work with Young People. If an applicant has no experience of working with Young People, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

### **INTERVIEW AND INDUCTION**

All candidates, paid or voluntary, who meet the minimum requirements detailed in the person specification, must attend an interview according to acceptable protocol and recommendations.

All staff must receive an induction, which includes:

- Verification of their qualifications as a Coach/Umpire
- The completion of a profile to identify training needs/aspirations
- Signing up to the Club Child Protection Policy and the various Codes of Conduct
- Clarification of the expectations, roles and responsibilities of the job (e.g. through a formal or informal work programme or goal setting exercise)
- An explanation of Welfare of Young People policies and procedures and the establishment and meeting of training needs within set timescales
- An introduction to Club colleagues and members

### **TRAINING**

Checks are only part of the process to protect Young People from possible abuse or poor practice. Appropriate training will enable individuals to:

- Recognise their responsibilities with regard to their own good practice
- Report any suspected poor practice/concerns of possible abuse
- Understand how to manage disclosures from a Young Person
- Ensure that they fulfil their role within the duty of care for Young People

ECB's require all Coaches and recommends all other individuals working with children, paid and voluntary, to attend the following training:

- Safeguarding Protecting Children (SPC) Workshop every 3 years (Sports Coach UK or ECB)
- Designated persons training, with the prerequisite that SPC has been attended, for all nominated Club Welfare Officers

### **SUPERVISION AND MONITORING**

All staff working with Young People, paid or voluntary, will need to be managed or supervised with regard to the work they do within sport. At regular intervals, all staff or volunteers should be given the opportunity to receive feedback, to identify training needs and set new goals. Managers should promote good practice and be sensitive to any concerns about poor practice or possible abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

### **COMPLAINTS PROCEDURE**

The ECB's have introduced a Complaints and Discipline Procedure to deal with any formal complaints and/or appeals. In the case of cricket the procedures are available for Coaches, Umpires, Volunteers and Parents to see on request from the ECB Welfare Case Officer at Lord's.