

Annfield Plain Cricket Club

Recruitment and Selection: Cricket Staff, Coaches, Umpires and Volunteers

Annfield Plain Cricket Club has adopted the ECB child protection policy as set out in the ECB document *SAFE HANDS – Welfare of Young People in Cricket Policy*. This document sets out the Club's volunteer recruitment policy. Its aim is to ensure that only appropriate adults work with young people at the Club.

Volunteer recruitment policy

- All posts for which new volunteers are required will have a clear written job description detailing the post's roles and responsibilities.
- All new applicants for a post involving regular, unsupervised access to young people must supply the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people.
- Referees must have known the applicant for at least two years. These references must be taken up by the Club prior to an applicant's formal appointment.
- In accordance with current ECB guidance, existing and prospective coaches, youth team managers, umpires, scorers and senior team captains must complete a Criminal Records Bureau (CRB) form.
- All existing and prospective volunteers in all other Club positions must complete a Self Declaration Form (SDF).
- The Club has the right to request that any existing volunteer complete a CRB form, should guidance on this issue from the ECB change in the future.
- All successful applicants must be given two copies of the Club's *Code of conduct for coaches, club officials and volunteers* and asked to sign, date and return one copy to the Club's Child Welfare Officer to indicate their acceptance.
- The Club has the right to refuse help from a volunteer who declines to take a CRB check, to complete a SDF or to sign the Club's *Code of Conduct for coaches, club officials and volunteers*.
- Concerns about information received on a SDF must be acted on by Club's Child Welfare Officer, who will follow ECB procedures.