

## Safer Recruitment Policy

Dorset Cricket believes that cricket is a game for everyone and that everyone who participates in cricket in Dorset should do so in a safe and welcoming environment, regardless of their ability and characteristics which define them.

**It is our commitment that everyone who plays, follows and enjoys cricket in Dorset, will be safe & protected; welcomed and included and listened to and heard.**

This statement sets out the minimum requirements of the recruitment process as outlined in accordance with relevant UK Laws, including the Safeguarding Vulnerable Groups Act 2006 and the Equality Act 2010.

The policy aims to:

- Attract applicants who align with our ambition and values, to vacancies;
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults;
- Identify and reject applicants unsuitable for such work and who do not align with our values.

### Inviting Applications

All recruitment advertisements will include the following statement:

‘Dorset Cricket is committed to safeguarding and promoting children's, young people's and adults' welfare and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.’

Prospective applicants will be supplied with, as a minimum:

- Job description *and person specification*
- A link to the Dorset Cricket Safer Recruitment Policy;
- Equal Opportunities Statement;
- Disqualification Criteria.

All prospective applicants must complete, in full, a Dorset Cricket application form.

This must include, as a minimum:

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references (see below for further information), and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

### Short Listing

At least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach).

Short-listing of candidates will

- be against the Job Description and Person Specification for the post.
- consider any inconsistencies and look for gaps in employment and reasons given for them
- explore all potential concerns to ensure these can be followed up at interview
- In addition, as part of the shortlisting process Dorset Cricket will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which could be explored with the applicant at interview. Dorset Cricket should inform shortlisted candidates that online searches may be done as part of due diligence checks.

## The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

- The panel will include at least one member trained in Safer Recruitment.
- Every interview will compare the information on the application form with that in the reference and take up any discrepancies with the candidate and establish the reason for the candidate leaving their current or most recent post
- Interviews will include questions which relate to the values of Dorset Cricket and give scenarios for candidates to assess

Candidates will always be required to:

- Explain satisfactorily 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 an Enhanced DBS;
- Demonstrate their understanding of and experience in, safeguarding. Concern should be noted if a candidate indicates:
  - adults and children are equal
  - a lack of recognition and/or understanding of the vulnerability of children
  - an inappropriate idealisation of children
  - inadequate understanding of appropriate boundaries between adults and children
  - negative safeguarding behaviours

Coaches may also be required to be observed by current senior Dorset Coaches in a relevant coaching setting.

Dorset Cricket will always:

- Confirm the interview's outcome to the applicant within one week or provide a substantive update on the delay in the selection process.
- Give feedback on the interview if requested by the applicant, specifically if concerns about safeguarding knowledge and implementation formed part of the decision making process.

## References

All appointments are subject to two satisfactory references before the provisional start date. Please note that overseas references will be undertaken if the applicant cannot provide references within the UK.

- A minimum of 2 references will be requested on a Dorset Cricket form via email
- Open references and those 'to whom it may concern' will never be accepted.
- References will always be followed up by telephone directly with the referee to verify their identity and to discuss any anomalies or discrepancies. Any discussions will also be recorded and kept if the candidate is subsequently employed.

Reference forms will always ask specific questions regarding:

- The candidate's suitability for working with children, young people, and vulnerable adults;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
- The candidate's suitability for this post.
- The facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious

## Pre-Appointment Vetting Checks

All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks.

**Overseas Candidates** (including those who have lived outside of the UK for more than 12 months in total in the 10 years before your application when over the age of 18) must undergo the same checks as all other staff. They should obtain a criminal record check (overseas police certificate or certificate of good conduct). Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Cricket Dorset will also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on GOV.UK

All successful applicants are required to, but not limited to:

- Undertake a right to work in the UK check. All applicants must be able to demonstrate their current and ongoing right to work in the UK
- Provide original certificates of qualifications
- Complete a confidential pre-employment health questionnaire
- Undergo checks against and professional registers or licensing bodies where relevant.
- Self-declaration of any criminal record

Individuals who have lived or worked outside the UK

## Enhanced ECB DBS Checks

For those who will be engaging in regulated activity with children, the role will be subject to an Enhanced ECB DBS check including children's barred list information. Every employee requiring this check must also be on the update service.

# DORSET CRICKET



We strive to uphold principles of inclusivity and transparency and expect the same from any future worker. We have a zero-tolerance approach to any deliberate deception or concealing necessary information.

**New recruits will not start their employment until their ECB DBS has been received and seen and their references have been received and verified and pre-employment vetting checks completed.**

## **Code of Conduct and Professional Standards**

Every employee will read, understand, align with and sign their code of conduct which sets out the professional standards expected by Dorset Cricket. We expect everyone to honour and uphold those standards every time they represent Dorset Cricket.

## **Induction, Probation and Training**

**Induction:** All staff who are new to Dorset Cricket will receive an Induction within the first two weeks, that includes our safeguarding policies, procedures and guidance on safe working practices. This will be recorded and signed off once the new employee has signed to say all key documents have been read. This must be completed within the first 4 weeks.

All employees are expected to read and adhere to the following policies:

- Safeguarding
- Low level concerns
- Whistleblowing & Allegations
- Social Media Policy

**Probation:** All new staff will be subject to a 6-month probation period as detailed in the probation policy, which will provide a formal framework for ensuring that the standards of performance set by the business are fully communicated. Checks will also be put in place during the probationary period to ensure safeguarding has been covered.

**Training:** All new staff will be expected to complete training which is essential to their role according to the Dorset Training Matrix, within their probationary period. Training for every employee will be recorded and monitored

**Agency and Third-Party Staff** (ie Strength & Conditioning staff and Psychologist for the Talent Pathway) Dorset Cricket must obtain written notification from any agency, or third party organisation, that they have carried out all checks that are expected for Dorset staff.

## **Performance Management**

Employees of Dorset Cricket will be expected to align and uphold the standards and values of this organisation in everything they do. They can also expect to be supported with their development and well-being by senior leaders, line managers, colleagues and directors. Performance management meetings will be a part of this supported working and give a dedicated opportunity for every employee to discuss next steps, ambitions and support required to thrive in their role.

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## Document Control

Version	Date	Changes
1.0	04/09/2023	First Issue
2.0	26/09/2024	Multiple additions in line with KCSIE 2024 and best practice
3.0	05/08/2025	Additions