



Recruitment Policy Indian Gymkhana Cricket Club

Indian Gymkhana Cricket Club is committed to providing a safe environment for children. By adopting the points outlined in this guideline we will be putting in place the best current practice to protect children whenever a volunteer is sought to work with them. The majority of people involved in cricket working with children have only the best possible intentions. However, Indian Gymkhana recognises its responsibilities to safeguard the welfare of all children participating in cricket by providing a safe and enjoyable environment. Sound recruitment and selection procedures will help to screen out those who are not suitable.

Planning

The first stage involves planning. Indian Gymkhana Cricket Club will identify the main areas of a voluntary role and decide upon the skills and experience that an individual would need to fulfill the requirements of the role. Where appropriate they will draw up a job specification. The recruitment process will be developed in such a way that every applicant is treated in a fair and consistent manner.

Application Forms

Indian Gymkhana Cricket Club recommends the use application forms to collect information on each applicant. In this way each applicant's information is then collected, retained and stored in a consistent way. More than one club official should look at the application forms to ensure that a fair and equitable scrutiny is completed. Where the applicant is unknown it is very important to ask for identification documents to confirm the identity of the applicant e.g. a passport.

If you are interested in applying for any voluntary position, please email the cricket section secretary on Indian.gymkhana@googlemail.com

References

At least two references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work and if possible, one should demonstrate the individual has been involved in sport and particularly with children previously. References should contain a statement relating to the referee's awareness of the responsibilities of the post applied for. Where references are verbal (i.e. the individual is already known to club members) this should also be recorded. All references should be followed up prior to any appointment being made. References should be lodged with the Welfare Officer.

Vetting Procedures including (CRB) Enhanced Disclosures

A vetting procedure is very important in determining if someone is suitable to work with children. A Self-Disclosure form should be completed in all cases. The CRB Disclosure process should be used when a person is appointed to a designated post within the club or will bring the person into regular contact with children.

Post Recruitment

It is important that once a new volunteer has been recruited follow up action is taken. Any qualifications should be substantiated. The new volunteer must understand and acknowledge the Child Protection Policy procedures and best practice guidelines. A period of supervision may be appropriate.