

6 RECRUITMENT AND SELECTION PROCEDURES

Cricket has a legal and moral duty to ensure that adults who work with children are suitable to do so. A well-run recruitment process is part of our commitment to putting the welfare of children first.

Work, either paid or unpaid, that requires a volunteer or staff member to be vetted is known as 'regulated work' and it is defined in law by The Protection of Vulnerable Groups (Scotland) Act 2007. Cricket is required to use an effective recruitment and selection procedure to ensure that those who are doing 'regulated work' have not been barred from regulated work with children. (see appendices - *Implementation of the PVG scheme*).

This section should be read in conjunction with the Cricket Scotland General Recruitment and Selection policies and procedures.

Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- Details of Cricket Scotland's open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

Pre-application Information

Pre-application information for these positions will be sent to applicants and will include a [self-declaration form](#) and [PVG Scheme Q&A guidance notes](#).

Evidence of qualifications will always be verified.

Self-Declaration Form

The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form will be destroyed. Successful applicants will be invited to interview.

Offer and appointment

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of Cricket Scotland, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to Cricket Scotland.

The applicant's appointment will only be confirmed when:

- satisfactory references have been received and checked
- a satisfactory PVG Scheme Record/Scheme Record Update has been received.

References

[References](#) will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

Membership of the PVG Scheme

Cricket Scotland is registered with Central Registered Body in Scotland. Individuals carrying out regulated work with children within Cricket Scotland must be members of the PVG Scheme.

A successful applicant will be required to submit a Scheme Record/Scheme Record Update application that will be returned to and processed by the lead signatory for Cricket Scotland. (Cricket Scotland Child Protection Officer).

Induction & Training

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training requirements specifically relevant to safeguarding children



- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct and the Safe in Cricket guidelines for good practice.
- Clarification of the expectations, roles and responsibilities of the position.

Probation

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

Ongoing suitability

Once an individual is in a position of regulated work, Cricket Scotland will require the individual to complete a self-declaration form to disclose any relevant investigations, arrests, disciplinary action and/or convictions. A Scheme Record Update may also be requested from time to time in order to ensure that the organisation is continually risk-assessing staff/volunteers to keep participating children safe.

Existing staff/volunteers joining PVG Scheme

Existing members of staff/volunteers, who were not previously checked or who were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003 will be required to become PVG Scheme members if they are carrying out regulated work with children.



PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS
IN REGULATED WORK WITH CHILDREN FLOWCHART

