



Osterley Cricket Club Recruitment Policy

Osterley Cricket Club is fully committed to providing a safe environment for children. By adopting the points outlined in this policy we will be putting in place the best and most recent practice to protect children whenever a volunteer is committed to work with us. The majority of people involved in cricket working with children have only the best possible intentions. However, Osterley Cricket Club 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 to undertake any responsibility with or around children at Osterley CC.

Planning

The very first approach to be undertaken is to PLAN. Osterley Cricket Club will identify the main areas where a voluntary role is required and decide upon the skills and experience that an individual would need to fulfil the requirements of that role. Where appropriate a job specification will be drafted. The recruitment process will be developed in such a way that every applicant is treated in a fair, consistent and non-biased manner.

Application Forms:

Osterley Cricket Club recommends the use application forms to collect each applicants Information. This will ensure all applications are verified and stored in our database for referencing and enquiries. More than one club official will then look at the application forms to ensure that a fair and equitable verdict is agreed upon. Where the applicant is unknown it is very important to ask and retain identification documents to confirm their identity (passport or drivers licence).

Should any individual be interested in applying for a position within Osterley Cricket Club, their enquiries should be emailed directly to info@osterleycc.com. In certain cases there shall not be a need of an application form i.e. if an individual is applying for a job advertised within the club. Such cases require the individual to email a **Cover Letter** stating the intent and expectations from the role they are applying for and a copy of their most recent **Résumé**.

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

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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 and filed in the Logs File placed behind the bar.

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 where they will be in regular contact with children.

All CRB forms are to be requested and signed-off by Ian Moore Ian.Moore@middlesexccc.com. For exact details on obtaining these forms the Club Mark Official at the cub shall be contacted.

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 shall be upheld and the relevant courses and workshops shall be booked for them to attend to further develop their understanding of their role within Osterley Cricket Club.

Key Personnel Contacts:

Positions	Names	E-mail Addresses	Phone
Administrator	Omer Butt	omer@omersinventory.com	07774573622
Fixtures Secretary	Kareem Khan	khankarim@aol.com	07939233683
Child Welfare Officer	Joyce Clark	eco_bike@hotmail.com	07867886231
Club Secretary	Fawaz Qureshi	fawaz.queshi@rbs.com	07825931605

Date Adopted: 01/10/2012