



Isle of Wight Cricket Board

Safer Recruitment Policy Statement

1. Introduction

The Isle of Wight Cricket Board (IWCB) is fully committed to safeguarding the welfare of children and young people involved in cricket. Ensuring the suitability of all individuals working with or on behalf of the IWCB is a vital component in creating a safe, inclusive and positive environment for everyone, especially children.

This Safer Recruitment Policy outlines the IWCB's procedures for recruiting staff and volunteers safely and effectively, in line with current legislation, the ECB's Safe Hands Policy and statutory guidance including Working Together to Safeguard Children and Keeping Children Safe in Education (where applicable).

2. Definitions

- **IWCB** – Isle of Wight Cricket Board Limited
- **ECB** - England and Wales Cricket Board
- **Children** – Any person under the age of 18
- **Safe Hands** -The ECB's safeguarding policies and procedures for cricket

3. Policy Statement

The IWCB is committed to:

- Promoting a safe, inclusive environment for all participants
- Deterring unsuitable individuals from working in cricket
- Attracting and retaining high-quality, appropriate staff and volunteers
- Ensuring robust recruitment, induction and training processes are followed
- Complying with relevant safeguarding and employment legislation

4. Key Principles of Safer Recruitment

All recruitment activity will:

- Include clearly defined roles with appropriate safeguarding responsibilities
- Use fair, transparent and consistent procedures
- Incorporate appropriate vetting and criminal records checks
- Involve safeguarding-focused interview and selection practices
- Include ongoing support, supervision and training

5. Recruitment process



5.1 Planning and Advertising

Prior to recruitment, the IWCB will:

- Define the role clearly, including whether it involves contact with children
- Create a role profile and person specification
- Determine eligibility for a DBS check (including barred list check, if applicable)

Advertisements for roles involving children will include the following safeguarding statement:

“The IWCB is committed to safeguarding and protecting children, young people and vulnerable adults. All roles are subject to safer recruitment procedures, including DBS checks, reference checks and safeguarding training. We have policies and procedures in place to ensure a safe environment across all activities.”

Advertisements may be published via:

- IWCB website, social media or newsletters
- Local schools, colleges or universities
- Cricket networks, community forums
- Job boards or recruitment platforms

6. Applications and Shortlisting

6.1 Application Checks

- Ensure all applications are fully completed
- Identify and query any gaps in employment or career changes
- Confirm consistency across the application and CV
- Verify reasons for leaving previous roles, especially where involving children

Shortlisting will be conducted by at least two panel members, based on objective criteria outlined in the person specification.

7. References

- Two written references will be required, ideally including the most recent employer and where applicable, a previous cricket club
- References will request information on:
 - The applicant's suitability to work with children
 - Any concerns, allegations or disciplinary history relating to safeguarding
 - General performance and conduct

Referees may be contacted directly for clarification. All discussions will be documented.

8. Interviews and Selection

8.1 Interview Process

All shortlisted candidates will:

- Attend a face-to-face or virtual interview



- Be asked safeguarding-related questions
- Be required to explain gaps in employment or other concerns
- Disclose any relevant convictions or disciplinary actions
- Have an opportunity to ask questions about the role and organisation
- The interview process will give all candidates an equal chance to demonstrate their suitability for the role.
- Supplementary questions can be asked of candidates based on responses during the interview and any questions which arose from the application pack.

Where appropriate, interviews may also include:

- Observations
- Scenario-based questions
- Practical exercises relevant to the role

8.2 Interview Panel

- At least two individuals, including one trained in safer recruitment
- A diverse panel composition is encouraged
- Each Panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.
- One panel member will act as the Appointing Officer and hold final decision-making responsibility

9 Pre-Employment Checks

Before any appointment is confirmed, the following checks must be completed and documented:

- Proof of identity
- Enhanced DBS check
- Right to work in the UK
- Overseas police check (if applicable – for candidates who have lived/worked abroad in the last 5 years)
- Qualifications and professional status (certificates to be verified)
- Reference verification

All checks will be:

- Confirmed in writing
- Retained in the personnel file
- Followed up on if there are discrepancies

10 Probation and Induction

All new staff and volunteers will:

- Complete a probationary period
- Receive a Safeguarding Induction with the CSO, including an introduction to the IWCB's:
 - Safeguarding Policy
 - Code of Conduct



- Whistleblowing Policy
 - Reporting procedures
- Undertake relevant training, including ECB Safe Hands Training (where applicable)

11 Ongoing Vigilance

Safer recruitment is not a one-off event. The IWCB recognises the importance of:

- Continual monitoring and supervision of staff and volunteers
- Refresher safeguarding training
- Regular appraisals or reviews
- Encouraging an open and transparent culture
- Promptly addressing any concerns raised

12 Equality and Diversity

The IWCB is committed to equality and diversity throughout its recruitment practices. All decisions will be based on merit, fairness and consistency in line with the Equality Act 2010 and relevant ECB guidance.

The IWCB will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

13 Policy Monitoring and Review

This policy will be reviewed every three years or earlier if:

- There are significant changes to legislation or ECB guidance
- There is a safeguarding incident that requires policy amendment
- There are recommendations from a statutory body or audit

IWCB Contact Details

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