



WEST BRETTON CRICKET CLUB

Established 1907
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Volunteer & Safer Recruitment Procedure

Approved by: Management Committee

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Status of this Policy

This policy is adopted by the Management Committee pursuant to its powers under the West Bretton Cricket Club Constitution. It must be read consistently with the Constitution and with applicable law, ECB, Cricket Regulator, league and competition requirements.

Where an internal governance conflict arises between this policy and the Club Constitution, the Constitution shall prevail.

Change History

Version	Date	Description of Change	Author	Approved By / Date
1.0	21/08/2026	Initial draft	Tony Rushforth	



Purpose

West Bretton Cricket Club relies heavily upon volunteers and aims to provide a positive and supportive volunteering environment.

Where a role involves children or adults at risk, the Club will follow appropriate safer-recruitment procedures.

The ECB currently states that clubs should identify roles clearly, assess required skills, interview volunteers, obtain references where appropriate, verify qualifications, consider supervised trial sessions and provide continuing support.

Planning a Role

Before appointing a volunteer, the Club should establish:

- The purpose of the role;
- Principal responsibilities;
- Whether the role involves children;
- Required skills or qualifications;
- Required safeguarding training;
- Whether an ECB DBS check is required;
- Who will supervise or support the volunteer; and
- Any particular risks associated with the role.

Role Description

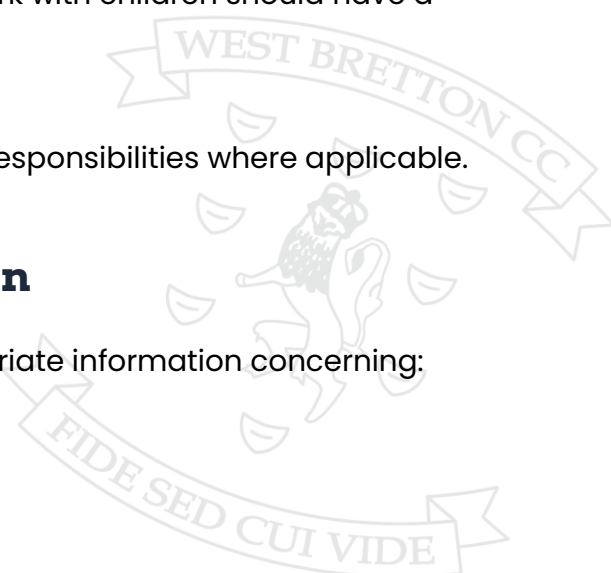
Roles involving significant responsibility or regular work with children should have a basic written role description.

The description should clearly explain safeguarding responsibilities where applicable.

Expression of Interest or Application

Potential volunteers may be asked to provide appropriate information concerning:

- Experience;
- Qualifications;



- Relevant skills;
- Motivation for undertaking the role; and
- References.

The level of formality should be proportionate to the role.

Discussion or Interview

For roles involving children or positions of trust, an appropriate discussion or interview should take place before appointment.

This should explore:

- Motivation;
- Experience;
- Understanding of appropriate behaviour;
- Safeguarding awareness;
- Suitability for the role; and
- Training requirements.

References

References should be obtained for safeguarding-sensitive roles where required by the Club's safer-recruitment process.

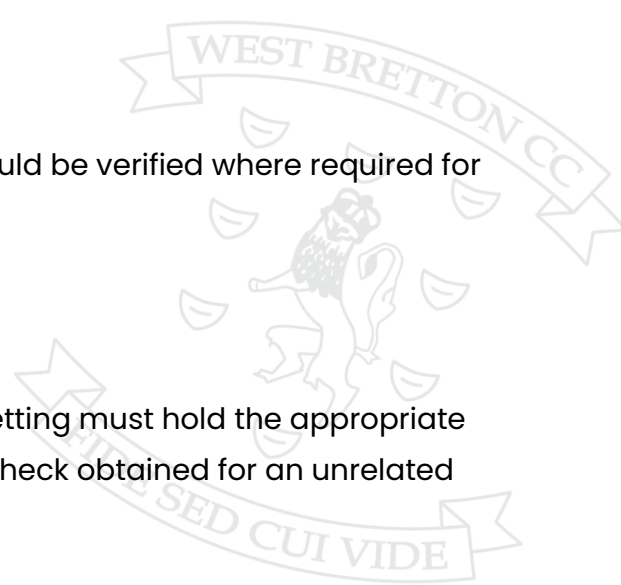
References should preferably come from appropriate independent persons or organisations familiar with the applicant's suitability.

Qualifications

Relevant coaching or professional qualifications should be verified where required for the role.

DBS Vetting

Individuals undertaking cricket roles requiring ECB vetting must hold the appropriate **ECB DBS clearance**, rather than relying upon a DBS check obtained for an unrelated organisation.



The ECB currently identifies roles including coaches, assistant coaches, junior supervisors, team managers, captains/vice-captains and Club Safeguarding Officers amongst those requiring ECB DBS checks and applies a 12-month recheck policy.

DBS information will be handled confidentially.

The Club will not make independent judgements about the relevance of disclosed convictions where responsibility for vetting rests with the ECB/Cricket Regulator.

Appointment

Appointment may be subject to satisfactory completion of:

- Required checks;
- References;
- Qualifications;
- Safeguarding training; and
- Other requirements appropriate to the role.

No individual should commence unsupervised regulated activity before required vetting is satisfactorily completed.

Constitutional Club Offices

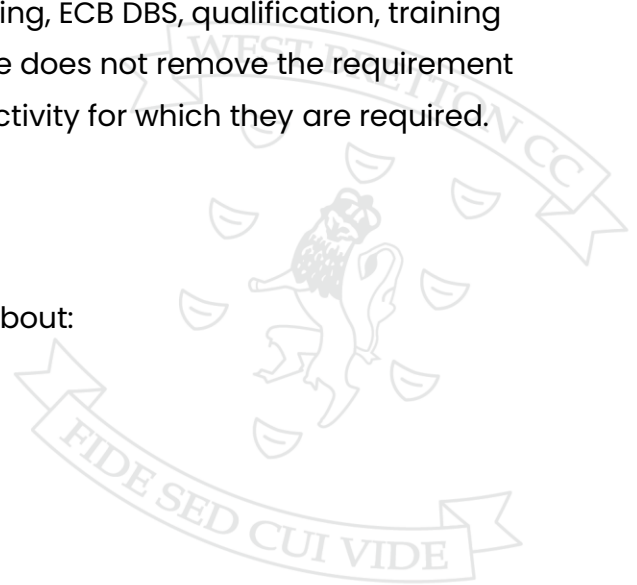
Nothing within this procedure alters the election requirements for Club Officials contained within section 4 of the Club Constitution.

Where an elected Club office is subject to safeguarding, ECB DBS, qualification, training or other eligibility requirements, election to that office does not remove the requirement to satisfy those conditions before undertaking any activity for which they are required.

Induction

Volunteers should receive appropriate information about:

- Club policies;
- Safeguarding;
- Expected standards of conduct;



- Who to contact with concerns;
- Health and safety;
- Role boundaries;
- Club communication methods; and
- Relevant emergency arrangements.

Trial and Supervision

The Club may use supervised trial sessions where appropriate, particularly for coaching roles.

New volunteers should have access to support and guidance.

Continuing Suitability

Safer recruitment does not end when someone is appointed.

The Club will provide ongoing support and may periodically review:

- Performance;
- Training;
- Qualifications;
- DBS status;
- Conduct; and
- Changes in the role.

Concerns About a Volunteer

Any safeguarding concern regarding a volunteer must be referred to the Club Safeguarding Officer and dealt with under safeguarding procedures.

The Club must not conduct an ordinary internal investigation where doing so could prejudice a safeguarding or statutory investigation.

