



## **Clontarf Cricket Club Safe Recruitment Policy**

The welfare of children playing our sport is of paramount importance. Clontarf Cricket Club is committed to taking all reasonable steps to ensure that people working with children are suitable and appropriately qualified. Recruitment and selection procedures outlined below apply to all persons with substantial access to children, whether in a paid or voluntary capacity.

### **Procedure for recruiting staff**

#### **Role/Job descriptions and person specifications**

Prior to any recruitment taking place, all posts must have a job/role description and person specification drawn up. The job/role description describes the main tasks and responsibilities of the role and the person specification will detail the essential and desirable criteria required in suitable candidates. Candidates will be short listed for consideration against the agreed criteria.

#### **Advertising**

It is vitally important that the correct recruitment procedure including vetting, photographic identification and reference checks is followed to ensure Clontarf CC can exclude any inappropriate applications.

#### **Application form**

An application form should be used which provides all the information on an applicant that is required. Templates for different application forms for permanent staff and volunteers can be found on the Cricket Ireland website. CVs can allow individuals to avoid revealing certain information such as previous criminal records and must not to be accepted, unless as an addition to the recommended application form.

#### **Photographic proof of identification**

As part of our commitment to safe recruitment, all candidates must be asked to provide proof of identification at the recruitment stage. Suitable identification includes a passport, driving licence or birth certificate. The original identification must be produced at all times.

#### **Checking competency and qualifications**

As part of Clontarf CC's commitment to child safeguarding, details of qualifications are to be checked and a copy retained on file. Competency to perform to required standards will also be checked at recruitment through the application for written references from two individuals who can vouch for the applicant's suitability to work with children. For a paid post, one of these should be the most recent employer.

All recruited must undergo the vetting process (See Clontarf CC Vetting Policy)