**Volunteer Recruitment Policy**

In accordance with Clubmark requirements and ECB 'Safe Hands' Policy, Brixham Cricket Club recognises the need for a robust Recruitment Policy.

From time to time the Club identifies and advertises among club members and parents of junior players, the need to recruit volunteers to contribute to the ongoing development of both junior and senior sections of the club. The Club follows ECB recommendations as to which roles require DBS checks.

The Club is mindful of the fact that too demanding a procedure is likely to result in volunteers changing their minds, and the committee reserves the right to decide on the level of' interview' and 'references' it chooses dependent on its existing knowledge of the potential volunteer. Therefore, a long-standing player or parent may be recruited in a different way to an unknown volunteer.

**In either case, the Club recognises that Child Welfare is paramount, and will act accordingly. The Club Welfare Officer in conjunction the Committee will determine what is appropriate on a case by case basis.**

All volunteers will be required to undergo an interview with a member of the committee at the same time completing a formal application form (ECB Clubmark standard model)

The Recruitment Policy has identified the following procedure:

1. Advertise the role needing recruits-job/person spec
2. Identify individuals and confirm their suitability for the role.
3. Explain the remit and limitations of each role.
4. Invite to apply via BCC application form
5. Organise DBS or Self Declaration as required.
6. Organise course attendance as required.
7. Ensure a mentor or overseer is appointed, certainly for an initial period.

If the volunteer is unknown to the club, the following extra steps will be added

1. Explain the process and why
2. Validate previous experience.
3. Identify previous club, if applicable, and reason for the move.
4. Contact previous club for reference.
5. Monitor progress carefully, and ensure fully supervised until DBS results are known.

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