



SAFER RECRUITMENT

ODCC are firmly committed to creating a safe and inclusive environment for children and adults to enjoy the game. It is essential that Safer Recruitment practices are followed to ensure all staff and volunteers at ODCC are suitable for their role, appropriately vetted and supported by the club.

To do this ODCC will:

- Adopt the ECB Safe Hands Policy that outlines the club's commitment to providing a safe culture and environment for everyone.
- Ensure that all staff and volunteers are aware of and agree to adhere to the Safe Hands Policy.

Application process

- ODCC will use an application form that collects essential information, including personal details, relevant experience, and references
- Permission will be asked to conduct background checks and the purpose of these checks will be clearly explained.
- The role will be advertised on the club website, notice boards and via social media.

Background Checks and DBS

- ODCC will conduct comprehensive background checks, including a volunteer or paid ECB DBS (whichever is relevant), for all staff and volunteers working in a relevant role with children and adults.
- The candidate's qualifications and experience for the role will be checked – or the OCB will be asked to check an individual's qualifications.
- References will be requested to gain insights into the candidate's previous experiences and suitability for the role (requested by direct contact with the referee, not via the candidate).
- The individual will be checked to ensure they are eligible to work in the UK.
- If the applicant is applying for a role as a coach, or in a coaching role, and have coached at another club, checks with the previous club will be made - reason for leaving, competency, any previous safeguarding concerns.

Interview Process

- ODCC will conduct interviews with prospective candidates (these can be as formal/informal as necessary for the club/role).
- Some interview questions will be related to safeguarding to assess the candidate's awareness and understanding of appropriate conduct and how to respond to a safeguarding concern.



- If the role advertised is for a coaching role, the candidate will be observed delivering a session, to assess their competency as a coach and how they interact with participants.

Induction

- All volunteers and staff will complete an induction before starting in the role. This will explain key policies and processes and introduce them to key club members, such as the Club Chair, Club Safeguarding Officer and anyone else they may be working with.
- The Club Safeguarding Officer will provide a safeguarding induction (through an SLG2 training course) and detail Safe Hands guidance and ensure reporting procedures are clear and understood.
- Successful applicants will be made aware of and agree to the club code of conduct, outlining expected behaviour.
- Before starting the role, the successful applicant will complete the relevant ECB safeguarding training specific to their role (e.g. SLG2 training course).

Remaining Vigilant

- Once appointed ODCC will continue to review the performance of staff and volunteers, responding swiftly and proportionately to any incidents of poor practice.
- By following the steps in this policy, ODCC will establish a safer recruitment process for all those working or volunteering at the club, ensuring that the individuals involved are suitable, qualified, and committed to creating a safe environment for everyone.