

## Safe Recruitment of Volunteers

A firm recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Volunteers are the heartbeat of our clubs and carry out numerous roles. If a job involves working with children and or vulnerable people, the club has a legal and moral responsibility to ensure that the person appointed is suitable. The checklist below gives essential steps to make sure the club meets its duty.

### Essential

- Advertisement of role or role fully explained (including whether vetting will be required for that particular role)
- Code of conduct agreed to and agree to be vetted by Cricket Ireland
- Satisfactorily vetted by Cricket Ireland
- Two references
- Supervision and monitoring of performance

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified. The Children's Officer and/or Designated Liaison Person may play an important advisory role in relation to appointments to work with children but will not usually be responsible for the final decision about appointments.

## Safeguarding Training Policy

This policy forms part of the Safeguarding statement for Cricket Ireland under the Children First Act 2019 section 11(3) and provides guidance for members and clubs throughout Ireland.

The policy set out the accepted workshops for Ireland and Northern Ireland together with any prerequisites for attendance and renewal of certification. Courses need to be first attended through a workshop and some can be renewed through online refresher courses where specified.

## Cricket Ireland Vetting & Safeguarding Requirements

The following requirements apply to all Cricket Ireland staff and volunteers, as well as all affiliated Provincial Union's and Club level staff and volunteers.

Identified Group	Minimum Vetting and Training Required			
	VETTING <sup>1</sup>	ONLINE/FACE TO FACE SAFEGUARIDNG TRAINING <sup>2</sup>		
	National Vetting Bureau (ROI) Access NI (NI)	Safeguarding 1 (Child Welfare & Basic Awareness Workshop)	Safeguarding 2 (Club Children's Officer)	Safeguarding 3 (Designated Liaison Person)
(Children are defined as someone Under 18)				
<b>PROVINCIAL UNION, CLUB COACHES</b>				
Coach/ Leader/ Instructor working with children in a Regulated Activity <sup>3</sup>	✓	✓		
Coach/ Leader/ Instructor no consistent contact with children or vulnerable people <sup>3</sup>				
Coach/ Leader/ Instructor working with Vulnerable People in a Regulated Activity <sup>3</sup>	✓	✓		
Umpires/Score Keepers/Match Officials	✓	✓		
Manager/Captain of senior teams with youth players	✓	✓		
<b>PROVINCIAL UNION, CLUBS STAFF AND VOLUNTEERS</b>				
Designated Liaison Person <sup>5</sup>	✓	✓		✓
Club Children's Officer <sup>5</sup>	✓	✓	✓	
Club Children's Officer Deputy (NI) <sup>5</sup>	✓	✓	✓	
Mandated Person	✓	✓		✓
Anyone whose role is primarily working with Children and or Vulnerable People <sup>3</sup>	✓	✓		
Team Driver(s) & Over Night Chaperones	✓			

CRICKET IRELAND				
Cricket Ireland CEO	✓	✓		✓
Office Staff (working in a Regulated Activity <sup>3</sup> )	✓	✓		
Coaching Staff (working with in a Regulated Activity <sup>3</sup> )	✓	✓		
Development Officers (working in a Regulated Activity <sup>3</sup> )	✓	✓		
National Safeguarding Officer	✓	✓	✓	✓
Coach Education (working in a Regulated Activity <sup>3</sup> )	✓	✓		
Safeguarding Training Tutors <sup>4</sup>	✓	✓	✓	✓

### Garda Vetting (NVB Disclosure Letters) - Republic of Ireland

If you require an Garda Vetting check please speak with your local PU/Club about an Garda Vetting Invitation and or Parent Consent Form this will fully explain how to make an application. Further information can be found here.

### Access NI Disclosure - Northern Ireland

If you require an Access NI check please speak with your local PU/Club about an Access NI Application Form and Guidance document this will fully explain how to make an application. Further information can be found here.

**Further Information**  
 For any additional information on courses please contact your Local Sports Partnership or the Safeguarding Officer at Cricket Ireland.

- 1 Garda Vetting and Access NI checks are to be completed every 3 years prior to the expiry of their current disclosure letter.
- 2 Sport Ireland requires a revalidation of all Safeguarding Workshops (Safeguarding Guidance for Children & Young People in Sport) within 3 years of completion.
- 3 Any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
- 4 Tutor training and the levels required are dependent on the level the individual will tutor moving forward.
- 5 Northern Ireland the DLP and CCO are a combined role, it is best practice to have a Deputy CCO. In the ROI the DLP and CCO are two separate roles. It is best practice to have the DLP and CCO be a part of union or club senior management.