



Safer Volunteer Recruitment Policy

Date approved	April 2026
Agreed by	Senior Leadership Team
Date of next review	Will next be reviewed in early 2027, then biennially (every two years) thereafter
Related policies/documents	EDI Policy

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1. Purpose of this policy

The purpose of this policy is to explain how we recruit, select and welcome volunteers at Lord's Taverners. It sets out the approach we take to make sure our recruitment process is fair, transparent and in line with our values. We are committed to creating opportunities that are inclusive and accessible, and to promoting equality and diversity at every stage of the volunteer journey.



2. Scope: who this policy applies to

Lord's Taverners' volunteers are people who give their time without obligation. They share their time, energy, skills and expertise support the charity's work. Our relationship with volunteers is based on trust and is not intended to create the obligations associated with employment. Volunteers are not paid, but we do reimburse agreed out-of-pocket expenses. You can find more information about this in the Volunteer Expenses Policy.

With our support, Lord's Taverners volunteers will act 'on behalf of' the charity in roles which have been agreed in advance with staff and will be considered part of our volunteering community.

The definition of volunteer does not extend to those on work placements, work experience, internships or apprenticeships, even where these are unpaid, as these types of structured learning roles may involve obligations for one or both parties.

3. Our values & how they guide this policy

At Lord's Taverners, our values are not just words - they are how we behave, make decisions, and recruit.

- **We Include:** We want everyone to feel they belong. Our recruitment process is open, accessible, and respectful.
- **We Empower:** We give people opportunities to contribute, grow, and gain confidence. Volunteers are encouraged to bring experience, skills, and ambition.
- **We Inspire:** Volunteers are role models for young people and each other. We look for people who reflect our passion, purpose, and the positive change we want to make.

During recruitment, we may assess not just skills, but **values alignment:** how a person's attitude, behaviour, and beliefs match ours.

4. Our commitment to safer recruitment statement

Volunteers play an essential role in helping Lord's Taverners deliver our mission. This policy explains how we recruit volunteers in a fair, safe and consistent way, and what volunteers can expect from us during the recruitment process.

It applies to all volunteer roles, including Youth Ambassadors, Regional Committee volunteers, event volunteers and any other positions that support our work.

As a charity working with children and vulnerable young adults, we are committed to providing a safe and supportive environment. We use safer recruitment practices to make sure volunteers who work with, or may come into contact with, these groups are suitable and prepared for their role.

5. Our commitment to transparent, fair and inclusive recruitment



Lord's Taverners is committed to promoting equality and diversity in our volunteer base. We actively seek to attract candidates from diverse backgrounds, ensuring that no individual is discriminated against on the basis of race, gender, age, sexual orientation, disability, religion, or any other characteristic.

When we recruit volunteers, we will:

- treat everyone fairly and with respect
- make sure opportunities are open to a wide range of people
- remove unnecessary barriers to getting involved
- offer reasonable adjustments for anyone who needs them
- make decisions based on skills, interests and alignment with our values

In order to remove barriers to getting involved, we will avoid:

- long forms
- inaccessible language
- rigid interview formats
- unclear expectations

The reasonable adjustments we offer might include:

- alternative formats (Widget, audio, large print, simplified text)
- support completing forms or ability to apply by alternative formats (e.g. video application)
- interview questions being shared in advance
- meeting locations that are accessible
- a support person attending discussions

6. Young volunteers

Young people bring huge value to Lord's Taverners programmes. When recruiting volunteers under 18, or young adults who may need additional support, we will:

- adjust the process to suit their needs
- involve parents/guardians where needed
- make sure they always have an appropriate adult contact
- provide extra guidance during induction, as needed.

At the time of the last update, only our Youth Ambassador programme is open to applicants under 18. The minimum age to apply for this role is set as 14.

7. Safer recruitment

We use safer recruitment practices to keep children, young people, and adults safe. This includes:

- assessing the suitability of volunteers for roles with regulated activity
- conducting references and safeguarding checks appropriate to the role
- providing clear guidance on conduct, boundaries, and reporting concerns



- ensuring volunteers do not start until all required checks, training, and induction are complete

If a volunteer cannot meet safeguarding requirements for a role, we will discuss alternative opportunities where appropriate.

8. Our position on recruiting volunteers who have criminal convictions

We welcome applications from volunteers with convictions, while prioritising safety.

- Convictions do not automatically prevent someone from volunteering.
- Each case is reviewed in relation to the role applied for, taking into account:
 - whether the role involves contact with children or vulnerable adults
 - relevance of the conviction to the role
 - individual circumstances

9. Our general approach to the creation of new volunteering roles

We want volunteering at Lord's Taverners to be a positive and rewarding experience for everyone involved. When we create volunteer roles, we design them so they benefit both the charity and the people who give their time.

We do this by identifying where additional support, skills or capacity would add real value to our work, and then shaping volunteer roles around those needs. At the same time, we think carefully about what volunteers may be hoping to gain from their experience - whether that is developing skills, giving back to their community, gaining experience, or supporting a cause they care about.

By matching the charity's needs with what volunteers are looking for, we create roles that are purposeful, safe, achievable and enjoyable. This helps ensure volunteers feel motivated and supported, and that their contribution makes a meaningful difference.

Volunteer roles are normally created in response to an identified organisational need, rather than individual requests. This helps make sure opportunities are fair and open to everyone, and that all roles are properly planned, supported and safe before recruitment begins.

In some circumstances, a new role may be developed following a request from a potential volunteer where the opportunity would provide a clear benefit to the charity and there is enough time and capacity to develop the role fully before recruitment starts.

10. How we recruit and select volunteers – the process

Our process varies by role, but it usually follows these steps:

a. Marketing the role

We will provide a clear role description explaining:

- what the volunteer will do;
- how the role contributes to our mission and aligns with our values;



- where and when the activity will take place;
- who will support or supervise the volunteer; and
- any training or checks needed for the role

b. Expression of interest or application

Depending on the role, volunteers may be asked to:

- complete a short form
- submit a short video application, or
- share some basic information about themselves in another accessible way

We keep this stage as simple and flexible as possible so that applying to volunteer is inclusive and accessible to everyone.

c. Conversation or interview

We will have an informal conversation to:

- learn more about the volunteer
- understand their skills and interests
- explain what the role involves and answer questions
- check the role is a good fit
- hear about how volunteers have worked with or supported others

For some roles, the conversation may be slightly more structured and could include scenario, knowledge-based, or competency questions. Where this is the case, candidates will be told in advance, and questions will be shared beforehand so there are no surprises on the day.

d. Screening and checks

Screening checks might include:

- reference checks
- criminal conviction checks, e.g. DBS, PVG or Access NI*
- online or social media checks when needed for safeguarding reasons

We will always explain why checks are needed and what they involve, up front on the role profile. See Appendix 1 for more information about criminal record checks.

e. Offer of volunteering role

If someone is a good match for a role, we will confirm their place clearly and in writing.

f. Induction and initial training

Before starting, volunteers will be given:

- a welcome or induction, including information about the charity, our values and behaviours, about their role and about relevant policies, procedures and systems



- information about who to contact for support
- safeguarding guidance, where relevant
- any role-specific training needed to get started

g. Settling-in period

Any volunteer is free to leave Lord's Taverners at any time, but we will visit this conversation more frequently during the 'settling-in period'. This is so:

- they can decide whether the role is right for them
- we can make sure they feel confident and supported
- any questions or training needs can be addressed

This is not a formal probation period - it is simply a chance to check the match is working well from both sides. The length of the settling in period will be determined by the role the volunteer is matched with and by a discussion with the new volunteer at the start of volunteering.

The settling in period will end with a chat between the volunteer and their main staff contact to check all feels to be going well. If either feels the settling in period needs to be extended, it can. All this means is settling another date for a similar discussion in the near future.

h. If a role isn't the right fit

If it becomes clear that a role isn't suitable - for example because of availability, responsibilities, support needs or safeguarding requirements - we will talk openly with the volunteer and explore other options where possible.

Similarly, we will encourage volunteers to have an open and honest conversation with us if they feel the role isn't turning out as expected, or their circumstances change, and they want to explore another opportunity or stop volunteering.

Our aim is always to match volunteers with opportunities where they can thrive.

11. Data protection and privacy

We only collect the information we genuinely need to manage a volunteer's involvement. This includes:

- contact details
- emergency contacts
- relevant skills, experience or interests
- safeguarding or vetting information (where required)
- data that helps us monitor diversity and improve our inclusion and accessibility

We store all information securely and in line with our organisational Data Protection and Data Retention policies.



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Empowering young people through cricket

Questions about this policy? Contact volunteering@lordstaverners.org

12. Policy review

This policy will be reviewed every two years by the Volunteer Manager and updated as necessary to ensure that guidance remains appropriate, effective, and practical to apply.

In addition, volunteers will have opportunities throughout their lifecycle to share feedback on their experience of the policy, which will help inform future updates and improvements.

Questions about this policy? Contact volunteering@lordstaverners.org



Appendix 1: criminal record checks

Some volunteer roles involve working with children or vulnerable adults, or having safeguarding responsibility for them, so it is necessary or advisable to carry out a criminal record check as part of the screening process. These checks only apply to volunteers aged 16 and over.

Depending on where in the UK the volunteer is based, the check will be called something different:

- England and Wales: DBS (Disclosure and Barring Service) check
- Scotland: Disclosure check from Disclosure Scotland
- Northern Ireland: Disclosure check through AccessNI

The application process varies by jurisdiction. If a role requires a check, we will provide detailed guidance on how to apply.

Roles involving regulated activity

Regulated activity is volunteering that involves regular, unsupervised contact with children, young people, or vulnerable adults, or work in certain specified settings, such as schools, care homes, or sports clubs. People doing regulated activity are legally required to undergo an enhanced criminal record check, which may include barred list checks, to ensure they are safe to work with these groups.

Other criminal record checks

For roles that do not require an enhanced check by law, but where we consider there to be a safeguarding or reputational risk, we may carry out a lower-level check:

- Basic disclosure: shows unspent convictions only
- Standard disclosure: shows spent and unspent convictions, plus any relevant police information

Where a check is required, this will be stated in the role profile along with the reasons for doing so.

Cost of criminal record checks

Any costs associated with carrying out a criminal record check for a volunteer role will be covered by the charity. If a volunteer chooses to use an online update service to maintain their certificate themselves, any fees for that service will be the volunteer's responsibility.

Retention and storage

We will ensure that:

- Criminal record information is handled securely, in line with data protection law
- Certificates or documentation are retained only as long as necessary and securely destroyed after use



- A record of the check date, type, role, and recruitment decision is kept, but details of convictions are only retained as long as necessary for safeguarding and recruitment purposes

Appendix 2: screening checks for existing roles

The following table shows the screening checks out established volunteer roles undergo.

Role	Criminal record check	References	Social media checks
Trustees with safeguarding responsibility	Enhanced	Yes	Active check
Trustees without safeguarding responsibility (including Chair)	Basic	Yes	Active check
Regional Committee Chairs	No	No	No
Regional Committee Deputy Chairs	No	No	No
Regional Committee members (inc all other roles)	No	No	No
Youth Ambassadors	No	No*	Self-disclosure
Event volunteers including corporates	No	No	No
Parent volunteers (non-regulated activity) [†]	No	No	No
Parent volunteers: residential trips [‡]	Enhanced with barred list	No	No

*No official reference, but we will either have a conversation with their Development Officer, or their nomination for the role has come from the Development Officer, so

[†]Such as when speaking at events about their experience as a parent

[‡]If staying onsite. If parent volunteers are staying offsite, they would still be eligible for an Enhanced-level check, but without a barred list check.

Parents volunteering at hubs do so through by the local delivery partner and therefore will have their check administered by this organisation.