



# SAFER RECRUITMENT OF STAFF AND VOLUNTEERS

## FOR CLUBS, LEAGUES AND ASSOCIATIONS

VERSION 1.1 MAY 2021

The intentions of most people who work in basketball are good, but when recruiting new staff or volunteers it is essential that safer recruitment and selection procedures are implemented. Whether a role is paid or unpaid, part-time or full-time, organisations must take all reasonable steps to create a safe environment for children and adults at risk.

Effective recruitment and selection procedures make sure staff and volunteers have clearly defined roles and responsibilities, as well as assuring parents/carers that you take Safeguarding seriously and prevent unsuitable people from working in your organisation.

This guidance applies to the recruitment of all staff and volunteers in Basketball England affiliated clubs, leagues, associations and events.

For those licensing with Basketball England in roles working with children, the licensing process has in place a series of mandatory checks but these do not negate the need for organisations to carry out their own procedures. By following the steps below, you will help to ensure the right people are in our Sport.

## KEY STEPS TO ENSURE SAFER RECRUITMENT

### 1. JOB ROLE/DESCRIPTION

- A job role/description should be written which describes the full range of tasks, duties and responsibilities relating to the role. The description should help everyone to understand the extent and nature of the role.

### 2. PERSON SPECIFICATION

- There should be a person specification which describes the skills, experience and attributes the role requires. These can include specific experience of working with children, being child-centred and necessary sport, or other, qualifications.

### 3. ADVERTISING

- Adverts for paid jobs or volunteer roles should be placed to attract the widest audience and ensure an open recruitment process is demonstrated. Areas could include newsletters, noticeboards (including online), the club's or Basketball England's website etc. The advert should indicate that the post involves working with children and/or adults at risk and where appropriate, that a self-declaration, references and a DBS check to the correct level are required.

**See Appendix 1 - Sample Advertisement**

### 4. APPLICATION FORM

- All candidates should fill out an application form, which should then be used to inform a subsequent interview/meeting with the applicant and identify any gaps in employment/volunteering history.
- The form should capture relevant information about the candidate's experience, qualifications and employment history (paid or voluntary).
- Where appropriate, the form should include a section allowing the individual to self-declare relevant convictions or whether they are currently under investigation and allow them to give their consent for a criminal record check to be undertaken.

**See Appendix 3 & 4 Basketball England's Self-Declaration Forms; SG1 & SG2 as a guide.**

- The form should state that failure to disclose any relevant information may result in their exclusion from the club, organisation or event.

**See Appendix 2 - Sample Application Form**

- You should also ask applicants to complete an Equal Opportunities Monitoring form which should be separated from the application form, before consideration for the role. This form will assist your organisation in Equality, Diversity and Inclusion monitoring.

**See Appendix 5 - Sample Equalities Monitoring Form**

### 5. MEETING/INTERVIEW

- Ensure staff or volunteers participate in an interview or have a meeting with at least two representatives of the club/organisation.
- Check any gaps in the application form and ensure the applicant meets the standards required to adhere to the club's/Basketball England's Safeguarding policy.
- For roles that will be working with children or adults at risk, ask questions that gauge the applicant's knowledge of safeguarding to assess their suitability for the role.

**See Appendix 6 - Interview Assessment Record**

## 6. WRITTEN REFERENCES

- Obtain at least two written references, ideally including their last employer/club (paid or voluntary). Include someone who can provide information on the applicant's previous work with children or adults at risk. The references should ideally be sought for all short-listed candidates and obtained before an interview.
- It is best practice to directly contact the references via telephone to confirm they provided the reference and that it is an accurate reflection of the candidate. It also gives them the opportunity to raise any concerns.
- All references should be provided to those with responsibility for deciding on the individual's suitability for the role.
- If any concerns are raised by the references, please contact [safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk)

## IDENTITY AND QUALIFICATION CHECKS

- Ensure the candidate's identity and qualifications are checked prior to appointment. For example, request photographic identification, qualifications, experience and evidence of their right to work in the UK.

## CRIMINAL RECORD CHECKS

- Ensure a DBS check of the correct level is carried out through Basketball England if a person is selected for a role. Most roles in basketball will qualify for a DBS check, and the level of check will depend on the individual's role. Your Club Welfare Officer should be the main point of contact for this. Where there is content on someone's DBS certificate, the Basketball England Safeguarding Team should be contacted so that a risk assessment can be completed where necessary.

## RECRUITMENT DECISIONS

- Consider all of the information you have received via;
  - The application form
  - Confirmation of identity
  - Response from references
  - Whether their DBS check is approved by Basketball England
  - Notes from meeting/interview
- This information can help you to make an informed decision about whether to accept a person to work or volunteer for your organisation.
- Appointments to roles should not be made by just one individual. Depending on the size of your organisation, decisions can be made by a

panel, committee, or executive committee. This ensures the process is fair and unbiased.

### **ONCE IN POST**

- Carry out an induction as soon as possible to introduce the individual to the club/organisation and to familiarise them with safeguarding policies and procedures, other key policies as well as the responsibilities of the post.
- Ensure the individual completes adequate safeguarding training and any other relevant training before they commence their role. New coaches must have face-to-face or virtual classroom Safeguarding and Protecting Children training as their introduction to Safeguarding.
- Have in place a contract of employment and job description for all employees and role description for volunteers, which include all safeguarding and other requirements.
- Ensure all employees and volunteers read and understand Basketball England's Safeguarding Policy and Code of Ethics and Conduct.
- Require new employees/volunteers to sign the club/organisation's constitution and any other relevant policies such as codes of conduct, Data Protection policy, Health and Safety Policy/risk assessments, Equal Opportunities policy and Duty of Care Charter.
- Set a probationary/trial period if necessary and review the performance of the post-holder against the job description after this time.
- Consider appointing someone to mentor/support the individual during the first few months of the role. One-to-one meetings could be organised to allow the individual access to support. Safeguarding should be raised in each meeting to allow the individual to share concerns and ideas.
- Encourage them to attend further training specific to their role.

### **APPOINTING UNDER 18s**

- If you appoint a child as a volunteer or employee, there are additional legal considerations and an enhanced duty of care to that person. They should be given the contact details for your Club Welfare Officer and the Basketball England Safeguarding Team.

Basketball England encourages its clubs, Club Welfare Officers and others to share best practice and their experience of safer recruitment with other clubs/organisations, as well as our Safeguarding Team:

**[safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk)**

## **APPENDIX 1 - SAMPLE ADVERTISEMENT**

### **ROLE PROFILE:**

Job Title:

Location:

Permanent/Temporary/Contract:

Full Time/Part Time:

### **ROLE DESCRIPTION:**

### **SPECIFIC RESPONSIBILITIES:**

### **ROLE REQUIREMENTS:**

### **PERSON SPECIFICATION:**

### **TIME COMMITMENTS:**

### **REMUNERATION:**

### **OTHER RELEVANT RESPONSIBILITIES & DUTIES:**

## APPENDIX 2 - SAMPLE APPLICATION FORM

| APPLICATION FORM  |                              |                               |                                |                              |                                |
|---|------------------------------|-------------------------------|--------------------------------|------------------------------|--------------------------------|
| Application for the post of:  |                              |                               |                                |                              |                                |
| PART A: PERSONAL DETAILS  |                              |                               |                                |                              |                                |
| Title:  | <input type="checkbox"/> Mr. | <input type="checkbox"/> Mrs. | <input type="checkbox"/> Miss. | <input type="checkbox"/> Ms. | <input type="checkbox"/> Other |
| First Name(s):  |                              |                               | Surname:                       |                              |                                |
| Address:  |                              |                               |                                |                              |                                |
| <i>If you have lived at your current address for less than 5 years, please also provide previous address.</i> |                              |                               |                                |                              |                                |
| Postcode:   |                              |                               | Email Address:                 |                              |                                |
| Mobile:   |                              |                               | Home telephone:                |                              |                                |
| Nationality:  |                              |                               | Date of Birth:                 |                              |                                |
| Do you require a work permit?   |                              |                               | <input type="checkbox"/> Yes   | <input type="checkbox"/> No  |                                |
| Do you have a current driving licence?  |                              |                               | <input type="checkbox"/> Yes   | <input type="checkbox"/> No  |                                |

| PART B: EMPLOYMENT DETAILS |  |
|----------------------------|--|
| Current Job Title:         |  |
| Name of Employer:          |  |
| Address:                   |  |
| Postcode:                  |  |
| Telephone:                 |  |
| Nature of Duties:          |  |

| <b>PART C: PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE</b>                                       |  |                              |  |
|---|--|------------------------------|--|
| Name of Organisation:   |  |                              |  |
| Start Date:   |  | Finish date (if applicable): |  |
| Address:  |  |                              |  |
| Telephone:  |  |                              |  |
| Nature of Duties:   |  |                              |  |
| If you have any other relevant voluntary experience, please use an additional sheet of paper. |  |                              |  |

| <b>PART D: QUALIFICATIONS</b>   |                              |                             |
|---|------------------------------|-----------------------------|
| Academic/vocational:  |                              |                             |
| Sporting Qualifications:  |                              |                             |
| Are you a BE member?<br>If yes, please provide membership and/or licence numbers: |                              |                             |
| Do you have an up-to-date safeguarding qualification?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**PART E: REFERENCES**

Please give details of two employment/volunteering references, one of which must be from your present/most recent employer. References will be contacted as part of shortlisting, following interview.

| <b>Present/Most Recent Employer Reference</b> | <b>Second Employment Reference</b> |
|---|------------------------------------|
| Name:   | Name:                              |
| Job Title:                                    | Job Title:                         |
| Address:                                      | Address:                           |
| Telephone:                                    | Telephone:                         |
| Email:  | Email:                             |

**PART F: CRIMINAL CONVICTIONS**

*Please complete Self-Declaration Form provided.*

An enhanced DBS criminal record check will be requested as part of pre-recruitment checks where a risk assessment has identified that it is both proportionate and relevant to the position concerned.

*Recruitment of Ex-Offenders: **CLUB NAME** will not discriminate unfairly against applicants with a criminal record. Having a criminal record will not necessarily bar an applicant from working for **CLUB NAME**. The nature of a disclosed conviction and its relevance to the post in question will be considered.*

**PART G: ADDITIONAL INFORMATION**

If you consider yourself to be a disabled person, please provide details of any equipment, special arrangements or facilities you may require participate in the interview process.



**PART H: DECLARATION**

I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal.

Print Name:

Signature:

Date:

Returning your application:

*Completed application forms can be returned either by post or email to :-*

**Your application must be returned by the specified closing date/time.**

**APPENDIX 3 - SGI - SELF-DECLARATION AND DISCLOSURE FORM**

**PRIVATE AND CONFIDENTIAL**

For roles involving contact with children (under 18 years old) or adults at risk.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

If the role you have applied for involves regular contact with or responsibility for children, you may also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role.

Please complete this Self-Declaration and Disclosure form openly and honestly.

|  |  |
|--|--|
| <b>PART 1:</b>   |  |
| Surname:   | First Name:                                      |
| Date of Birth:   |  |
| <b>PART 2:</b>   |  |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children or vulnerable adults? | YES / NO<br>(if Yes, provide information below): |
|  |  |

|  |   |
|--|---|
| <p>Have you ever been convicted or apprehended under the following offences which are not eligible for DBS filtering such as:</p> <ul style="list-style-type: none"> <li>- Offences involving violence</li> <li>- Safeguarding offences</li> <li>- Sexual offences</li> <li>- Drugs offences that involve supply</li> </ul> <p>Full details are here:<br/> <a href="https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates">https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</a></p> | <p>YES / NO<br/>         (if Yes, provide information below):</p> |
|  |   |
| <p>Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?</p>   | <p>YES / NO<br/>         (if Yes, provide information below):</p> |
|  |   |

**CONFIRMATION OF DECLARATION (TICK BOX BELOW)**

|                          |  |
|--------------------------|--|
|                          | I agree that the information provided here may be processed in connection with recruitment/retention purposes and I understand that my role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to <b>CLUB NAME</b> attention. |
|                          | In accordance with the club's procedures if required, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.   |
|                          | I agree to inform <b>CLUB NAME</b> within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
|                          | I understand that the information contained on this form, the results of any DBS check and information supplied by third parties may be supplied by the club to other persons or organisations in circumstances where this is considered necessary to safeguard other children.  |
| Signature or E-Signature |  |
| Date:                    |  |

## APPENDIX 4 - SG2 - SELF-DECLARATION AND DISCLOSURE FORM

For Individuals **not** in Regulated Activity with Children

### PRIVATE AND CONFIDENTIAL

**By completing this form, you certify that you will not be working with anyone under the age of 18 or an adult at risk at any time in regulated activity.**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Please complete this Self-Declaration and Disclosure form openly and honestly.

|   |   |
|---|---|
| <b>PART 1:</b>  |   |
| Surname:  | First Name:   |
| Date of Birth:  |   |
| <b>PART 2:</b>  |   |
| Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children or vulnerable adults?                                | YES / NO<br><i>(if Yes, provide information below):</i> |
|   |   |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults? | YES / NO<br><i>(if Yes, provide information below):</i> |
|   |   |

**CONFIRMATION OF DECLARATION (TICK BOX BELOW)**

|                           |  |
|---------------------------|--|
|                           | I agree that the information provided here may be processed in connection with recruitment/retention purposes and I understand that my role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to <b>CLUB NAME</b> attention. |
|                           | In accordance with the organisation's procedures if required, I agree to provide a valid Basic DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.   |
|                           | I agree to inform <b>CLUB NAME</b> within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
|                           | I understand that the information contained on this form, the results of any DBS check and information supplied by third parties may be supplied by the club to other persons or organisations in circumstances where this is considered necessary to safeguard other children.  |
|                           | I certify that I will not be working with anyone under the age of 18 at any time in regulated activity   |
| Signature or E-Signature: |  |
| Date:                     |  |

## APPENDIX 5 - SAMPLE EQUALITIES MONITORING FORM

We are an equal opportunity employer. We aim to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

| <b>I FOUND OUT ABOUT THIS POST FROM:</b>       |   |
|--|---|
| <input type="checkbox"/> Club Website          | <input type="checkbox"/> Basketball England's Website       |
| <input type="checkbox"/> Club Social Media     | <input type="checkbox"/> Printed Publication (please state) |
| <input type="checkbox"/> Other (please state): |   |

| <b>I WOULD DESCRIBE MY ETHNIC GROUP AS:</b>                                       |  |  |                                |
|---|--|--|--------------------------------|
| <b>WHITE</b>  |  |  |                                |
| <input type="checkbox"/> English  | <input type="checkbox"/> Scottish                | <input type="checkbox"/> Welsh           | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Any other White background, please specify:              |  |  |                                |
| <b>MIXED</b>  |  |  |                                |
| <input type="checkbox"/> White and Black Caribbean                                | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Asian |                                |
| <input type="checkbox"/> Any other Mixed background, please specify:              |  |  |                                |
| <b>ASIAN, ASIAN BRITISH, ASIAN ENGLISH, ASIAN SCOTTISH, ASIAN WELSH</b>           |  |  |                                |
| <input type="checkbox"/> Indian   | <input type="checkbox"/> Pakistani               | <input type="checkbox"/> Bangladeshi     |                                |
| <input type="checkbox"/> Any other Asian background, please specify:              |  |  |                                |
| <b>BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, BLACK WELSH</b>           |  |  |                                |
| <input type="checkbox"/> Caribbean  | <input type="checkbox"/> African                 |  |                                |
| <input type="checkbox"/> Any other Black background, please specify:              |  |  |                                |
| <b>CHINESE, CHINESE BRITISH, CHINESE ENGLISH, CHINESE SCOTTISH, CHINESE WELSH</b> |  |  |                                |
| <input type="checkbox"/> Chinese  |  |  |                                |
| <input type="checkbox"/> <b>ANY OTHER BACKGROUND, PLEASE SPECIFY:</b>             |  |  |                                |
| <input type="checkbox"/> Prefer not to say  |  |  |                                |

| <b>I WOULD DESCRIBE MY SEX AS:</b>         |                                   |                                      |
|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Male              | <input type="checkbox"/> Female   | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> Non-Binary        | <input type="checkbox"/> Intersex | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Prefer not to say |                                   |                                      |

| <b>AGE:</b>                    |                                |  |                                |
|--------------------------------|--------------------------------|--|--------------------------------|
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 25-34 | <input type="checkbox"/> 35-44             | <input type="checkbox"/> 45-54 |
| <input type="checkbox"/> 55-64 | <input type="checkbox"/> 64+   | <input type="checkbox"/> Prefer not to say |                                |

| <b>SEXUAL ORIENTATION:</b>                     |                                  |  |
|--|----------------------------------|--|
| <input type="checkbox"/> Bisexual              | <input type="checkbox"/> Gay Man | <input type="checkbox"/> Gay Woman/Lesbian |
| <input type="checkbox"/> Heterosexual/Straight | <input type="checkbox"/> Other   | <input type="checkbox"/> Prefer not to say |

| <b>MARRIAGE AND CIVIL PARTNERSHIP:</b> |                                  |  |                                    |
|--|----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Single        | <input type="checkbox"/> Married | <input type="checkbox"/> Civil Partnership | <input type="checkbox"/> Separated |
| <input type="checkbox"/> Divorced      | <input type="checkbox"/> Widowed | <input type="checkbox"/> Prefer not to say |                                    |

| <b>RELIGIOUS BELIEF:</b>          |                                 |   |  |
|-----------------------------------|---------------------------------|---|--|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim               | <input type="checkbox"/> Christian         |
| <input type="checkbox"/> Hindu    | <input type="checkbox"/> Sikh   | <input type="checkbox"/> Other (please state) | <input type="checkbox"/> Prefer not to say |

| <b>DISABILITY:</b>   |
|--|
| The Equality Act 2010 defines a disabled person as someone who has a physical and mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. |
| Do you consider yourself to be disabled?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say  |
| If yes, please specify:  |
|  |

|         |  |                  |  |
|---------|--|------------------|--|
| Name:   |  | Date:            |  |
| Signed: |  | Job applied for: |  |



**APPENDIX 6**



**INTERVIEW ASSESSMENT RECORD - INSERT JOB ROLE**

Candidate Name:

Panel Members Names:

Date:

Score the candidate on a scale of 1 - 4.

- 1. Poor - did not answer question
- 2. Below Average - answered less than 50%
- 3. Good - answered the question appropriately
- 4. Excellent - comprehensive, well-reasoned, additional info

| QUESTIONS | NOTES | SCORE   |
|-----------|-------|---------|
| Q1: XXX   |       | 1 2 3 4 |
| Q2: XXX   |       | 1 2 3 4 |
| Q3: XXX   |       | 1 2 3 4 |
| Q4: XXX   |       | 1 2 3 4 |
| Q5: XXX   |       | 1 2 3 4 |