

At Bexley Tigers Basketball Club, we are committed to providing a safe environment for all members, especially children and vulnerable adults. Safer recruitment is a critical part of this commitment. It involves taking all reasonable steps to ensure that volunteers and staff are suitable, appropriate, and aligned with the club's safeguarding values to protect individuals from harm.

## Application Stage

During the application process, additional safeguarding-related questions will be included in any application form, email, or written communication with potential candidates. These may include:

- **Work/Volunteering History:** Details of previous employment or volunteer roles.
- **Relevant Experience:** Evidence of prior work with specific age groups or populations relevant to the role.
- **Motivation:** An explanation of why the candidate wants to volunteer or work in this role.
- **Conflicts of Interest:** Information about any close relationships with current members of the club or basketball organisation to ensure impartiality in the selection process.

## Interview/Selection Process

The interview and selection process is designed to assess the suitability of candidates and their alignment with safeguarding standards. The following steps will be followed:

- **Panel Composition:** At least two representatives from the club will conduct the interview.
- **Candidate-Focused Conversation:** Include time for the candidate to talk about themselves to gauge their fit for the role.
- **Motivation Assessment:** Ask about the candidate's reasons for applying to understand their motivations.
- **Pre-Prepared Questions:** Include questions tailored to safeguarding responsibilities at the appropriate level for the role.
- **Values Alignment:** Ask open-ended questions that encourage the candidate to discuss their views and values to ensure they align with the club's and British Basketball's safeguarding values.

- **Real-Life Examples:** Request examples of past experiences to assess their skills, attitudes, and problem-solving abilities.
- **Records:** Keep a record of the candidate's answers for future reference.
- **High-Risk Roles:** For positions like safeguarding officers or coaches:
  - Explore gaps in employment or volunteering history.
  - Have two people review the application, including one with safeguarding expertise.
  - Verify relevant qualifications by asking candidates to bring certificates (e.g., coaching qualifications, first aid).
- **References:** Request at least two references before proceeding further.

## References

References are an essential part of the recruitment process and must be obtained even if the candidate is well-known to the club. They help identify any potential risks that may not be immediately visible.

- **Reference Types:** References may be written, completed via forms, or conducted by phone.
- **Data Protection:** Ensure references are stored securely and in compliance with data protection regulations.
- Suggested Reference Questions:
  - Character References:
    - How do you know the candidate?
    - How long have you known them?
    - What are their strengths and weaknesses?
    - Do you have any concerns about them working with children, young people, or vulnerable adults?
  - Work-Related References:
    - How did the candidate interact with others?
    - How did they handle stressful situations?
    - How long did they work for you, and in what capacity?
    - Were there any concerns during their employment?

## Safeguarding Checks

If the role involves regular contact with children, young people, or vulnerable adults, an enhanced DBS (Disclosure and Barring Service) check is mandatory. This step ensures that we comply with safeguarding requirements and maintain a safe environment at Bexley Tigers Basketball Club.