

<b>Club:</b>	Bexley Tigers Basketball Club
<b>Governing Body:</b>	Basketball England
<b>Policy Version:</b>	2.1
<b>Date Adopted:</b>	April 2026
<b>Review Date:</b>	April 2027
<b>Approved by:</b>	Club Committee
<b>Legislation:</b>	Safeguarding Vulnerable Groups Act 2006; Protection of Freedoms Act 2012; Equality Act 2010; DBS Code of Practice

## 1. Introduction

Bexley Tigers Basketball Club is committed to providing a safe environment for all its members, particularly children and vulnerable adults. Safer recruitment is a core component of this commitment. It involves taking all reasonable steps to ensure that volunteers and staff are suitable, safe, and aligned with the Club's values.

This policy applies to all recruitment of volunteers, coaches, officials, and paid staff, particularly those who will have contact with children or vulnerable adults.

## 2. Legal Framework

This policy is informed by:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Disclosure and Barring Service (DBS) Code of Practice
- Basketball England's Safer Recruitment guidance
- Equality Act 2010 (recruitment must not discriminate unlawfully)

## 3. Role Description

Before any recruitment begins, a clear role description must be prepared, specifying:

- The purpose and responsibilities of the role
- Whether the role involves regulated activity with children or vulnerable adults
- The level of DBS check required
- Any required qualifications or training (e.g., Basketball England coaching qualification, safeguarding certificate)
- Supervision and reporting arrangements

## 4. Application Stage

All applicants for roles involving contact with children must complete a written application (form, email, or written communication) including:

- Full name, address, and contact details
- Employment and volunteering history (including any gaps)
- Relevant experience and qualifications
- Reasons for applying and motivation for working with young people

- Declaration of any relevant criminal convictions (in line with DBS requirements)
- Details of any close relationships with existing Club members that could represent a conflict of interest

All applicants must be aware that the information provided will be subject to verification and that providing false information may result in rejection of the application or, if discovered later, termination of their role.

## 5. Shortlisting

Applications will be reviewed by at least two Club officers. For roles with significant safeguarding responsibility (e.g., lead coach, Club Welfare Officer), at least one reviewer should have completed safer recruitment training. Shortlisting decisions will be made on the basis of the role description and safeguarding requirements.

## 6. Interview & Selection

All applicants for roles involving regular contact with children must attend an interview or selection conversation. The following standards apply:

- At least two Club representatives must conduct the interview
- Interviewers must ask safeguarding-specific questions appropriate to the role
- Interviewers must ask about any gaps in employment or volunteering history
- Candidates should be asked to demonstrate their understanding of appropriate boundaries when working with young people
- Interviewers should assess the candidate's values and motivations
- Interview notes must be kept for a minimum of six months

## 7. References

A minimum of two references must be obtained for any candidate who will work with children or vulnerable adults. At least one reference should be from a previous employer or supervisor (or equivalent). References should be sought before the individual takes up their role.

Suggested reference questions:

- How do you know the candidate and for how long?
- In what capacity did you work with them?
- Do you have any concerns about the candidate working with children or young people?
- Would you recommend this person for this role without reservation?

All references must be stored securely in compliance with the Club's Data Protection Policy.

## 8. DBS Checks

All individuals who will undertake regulated activity with children must obtain an enhanced DBS check with barred list check before starting their role. The Club will not allow any individual to begin regulated activity until a satisfactory DBS check has been obtained.

- Enhanced DBS checks (with barred list check) are required for all coaches, welfare officers, and any volunteer with regular unsupervised access to children

- DBS checks must be renewed every three years, or sooner if there is a change in circumstances
- The Club will maintain a DBS Check Log recording all check dates and expiry dates
- The Club will subscribe to the DBS Update Service where practical
- For individuals who have lived or worked outside the United Kingdom for a total of three months or more in the past five years, the Club will also request an overseas criminal record check or equivalent certificate of good conduct from the relevant country. This applies in addition to the standard DBS check. The Club Welfare Officer will advise on the appropriate process for the individual's country of residence.

DBS information will be handled in accordance with the DBS Code of Practice and the Club's Data Protection Policy.

## **9. Safeguarding Training**

All individuals working with children through the Club must complete Basketball England's mandatory Safeguarding & Protecting Young People training before commencing their role (or within a short agreed period for returning volunteers with recent training). Training records will be maintained by the Club Welfare Officer.

## **10. Induction**

All new volunteers and staff will receive an induction covering:

- The Club's Safeguarding Policy and their responsibilities under it
- The Code of Ethics and Conduct
- Reporting procedures for safeguarding concerns
- The Club's Data Protection Policy
- Health and safety responsibilities

## **11. Ongoing Monitoring**

The Club will maintain an up-to-date register of all coaches and volunteers, including their DBS check status and safeguarding training completion. This will be reviewed at least annually by the Club Welfare Officer. If concerns are raised about an individual's conduct at any point during their involvement with the Club, the Safer Recruitment and Safeguarding policies will be applied.

## **12. Review**

This policy will be reviewed annually by the Club Committee.