

SAFER RECRUITMENT

Wheelchair basketball relies on many enthusiastic staff and volunteers without whom most clubs, activities and events would not exist. Safe recruitment and selection procedures help to ensure a safe workforce, deterring and screening out unsuitable individuals. This section outlines the key steps in a safe recruitment process.

EFFECTIVE RECRUITMENT AND SELECTION PROCEDURES BENEFIT EVERYONE:

- Staff and volunteers have clearly defined roles and responsibilities.
- Parents/carers are assured that measures are taken to recruit only suitable people to work with children and adult at risk.
- Organisations reduce the risk to their reputation.

The same procedures apply whether staff are paid or unpaid, full or part-time.

KEY SAFE RECRUITMENT STEPS FOR EACH POST

Job Role/Job Description

- Describe the full range of tasks, duties and responsibilities of the role to allow everyone to understand the extent and nature of the role.

Person Specification

- Describes the type of skills, experience and attributes required for the role (e.g. specific experience, sports or other qualifications, and other requirements, such as effective communication with children).

Job/Role Advert

- Advertise and promote paid jobs and volunteer roles to attract the widest response and demonstrate an open recruitment process. This could be through the club or sport's newsletters or notice boards; in local papers; local newsagents; church bulletins; etc. Indicate that the post involves working with children and/or adults at risk (where relevant), and (if appropriate) that a criminal records check will be undertaken.

Application Form

- Require that all applicants complete an application form and use the information on the form to inform an interview/meeting with the candidate. Identify any gaps in the employment/volunteering history.
- For eligible posts include (or link) to a section allowing the individual to self-declare relevant convictions or information and give their consent for a criminal record check to be undertaken. State on the form that failure to disclose information may result in their exclusion from the club, organisation or event.
- Capture relevant information about the person's experience, qualifications and employment history (paid and voluntary).

Written References

- Obtain at least two written references, preferably including their last employer (paid role) or deployer (voluntary role). Include someone who can comment on the applicant's previous work with children and/or adults at risk. Ideally, seek references on all short-listed candidates and obtained before interview.
- Take care to ensure that information from all sources is provided to those with responsibility for making a decision on the individual's suitability for the role.

Risk Assess Information

- Establish a case management group or other system to risk assess information returned from any of the above sources – do not employ or deploy the individual until this is complete. Risk assessments of any concerning information arising during the recruitment process are to be undertaken by an appropriately experienced/trained individual, for example chaired by the person with lead safeguarding responsibilities.

Interview

- Ensure staff or volunteers undertake or have a meeting with at least two representatives of the organisation or club.
- Check out any gaps in the application form and ensure the applicant has the ability and commitment to meet the standards required to adhere to the safeguarding policy.
- You may want to explore the applicant's attitude to power, authority and discipline, and ask for a response to a problem faced in your club/organisation to assess their commitment to promoting good practice and their ability to communicate with children and young people.

Identity and Qualification Checks

- Take steps to confirm the candidate's identity (e.g. request photographic identification), qualifications, experience and right to work in the UK. Clarify any apparent gaps in employment.

DISCLOSURE AND BARRING SERVICE

A DBS check is a means of supplying your club or organisation with the information you need to be able to make correct recruitment and placement decisions. This is particularly vital when it comes to positions involving children and adults at risk.

A key point to remember is that, although an individual may have an opportunity to come into contact with children or adults with care and support needs, this in itself doesn't make them eligible for a DBS check. Their eligibility to apply for a check depends on the specific role they will play when conducting their duties with your club or organisation.

It would generally be expected that roles such as Coach, Team Manager and Welfare Officer at a junior club would be eligible for a DBS, whereas administrative roles such as Club Secretary, Chair and Treasurer would not be eligible, unless the person undertook additional responsibilities involving contact with children or adults at risk.

The protection of Freedoms Act introduced 16 years old as the minimum age at which someone can apply for a DBS disclosure.

An Enhanced check with the Barring List is required for specific roles with British Wheelchair Basketball. To complete a DBS contact membership@britishwheelchairbasketball.co.uk or your Club Welfare Officer.

PROBATIONARY/TRIAL PERIOD

- Set a probationary/trial period (usually 6 months) and review the post holder's performance against the job description after this time.
- Ensure all appointments are made by the Executive Committee and not by any individual member/s of the organisation/club.

INDUCTION

- Ensure that all new recruits go through an induction process as soon as possible (this introduces them to all important aspects of their new environment) so that they are familiar with the club/organisation or event's safeguarding policies and procedures and the responsibilities of the post.
- Require new recruits to be familiar with and sign up to the club/organisation's constitution and rules and guidelines, code of conduct, regulations and policies of that club, sport or event.
- Require that all new recruits register as a member of the club.
- Establish what training would be useful/required for the new recruit, based on their role and experience. Ensure that all new recruits have either recently undertaken adequate safeguarding training (if appropriate in line with any relevant NGB requirements) or now do so as soon as possible and no later than six months after taking up their post.