HARINGEY HEAT BASKETBALL CLUB (CIC)

Safer Recruitment Policy

V2.0 — Updated May 2026

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees and volunteers of Haringey Heat Basketball Club. It aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children, young people or vulnerable adults
- Identify and reject applicants who are unsuitable for such work

DBS Checks — Basketball England System

All coaches, team bench personnel, minibus drivers and any other staff or volunteers who have regular contact with young people under 18 are required to hold a satisfactory Enhanced Disclosure and Barring Service (DBS) check. Haringey Heat Basketball Club processes all DBS checks through the Basketball England DBS system.

DBS checks are in place for all current coaches, bench personnel and minibus drivers. Any new appointee to a role involving contact with young people must complete an Enhanced DBS check through the Basketball England system before commencing their role. No person may work unsupervised with young people until a satisfactory DBS check has been received.

DBS checks for volunteers are free of charge. The DBS defines a volunteer as a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit a third party.

Inviting Applications

All advertisements for posts will include the statement:

“Haringey Heat Basketball Club is committed to safeguarding children, young people and vulnerable adults. All post-holders in roles involving contact with young people are subject to a satisfactory Enhanced DBS (Disclosure and Barring Service) check processed through the Basketball England system.”

Prospective applicants will be provided with or given access to:

- A job description and person specification
- Haringey Heat Basketball Club’s Safeguarding Policy
- Haringey Heat Basketball Club’s Safer Recruitment Policy
- The selection procedure for the post

All applications must be submitted in writing (by email or paper application).

References

A minimum of two written references will be sought for all applicants, at least one of which must relate to previous work or volunteering. References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. Where necessary, previous employers or referees will be contacted to clarify any anomalies. Referees will always be asked specifically about:

- The candidate’s suitability for working with children, young people or vulnerable adults
- Any disciplinary warnings relating to the safeguarding of children or young people, including time-expired warnings
- The candidate’s suitability for the specific post

The Selection Process

All vacancies will require a face-to-face interview of short-listed candidates (which may be via video link). Candidates will always be required to:

- Explain satisfactorily any gaps in employment or volunteering history
- Declare any information likely to appear on a DBS check
- Demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment Checks

All successful applicants are required to:

- Provide proof of identity
- Complete an Enhanced DBS check through the Basketball England system and receive satisfactory clearance before commencing their role
- Provide actual certificates of relevant qualifications
- Provide details of two references
- Provide proof of eligibility to live and work in the UK

Induction

All new staff and volunteers will receive induction that includes Haringey Heat Basketball Club's Safeguarding Policy, Codes of Conduct, and guidance on safe working practices with young people. Regular check-in meetings will be held during the first three months.

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Approved by the Board of Directors, May 2026

Nikki Distras, Club Secretary

Haringey Heat Basketball Club (CIC)

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