

Badminton England Safeguarding Guidance



5.0

**SAFER RECRUITMENT FOR THOSE WORKING WITH
YOUNG PEOPLE AND ADULTS AT RISK IN BADMINTON**

BADMINTON **ENGLAND** 

INTRODUCTION

Anyone who works in badminton in either a paid or voluntary role alongside young people or adults at risk must be taken through a safe recruitment process. This is to ensure that individuals have the right skills, qualifications and motivations for working within our sport.

Effective recruitment and selection procedures will help to screen out and discourage those who are not suitable from joining your badminton club or association.

The following checklist will be helpful in recruiting the right people to the right roles within badminton and while you may feel that it is not practical to cover off all areas you should make every effort to follow this as much as you can.

Should you have any concerns regarding the deployment of an individual within badminton then please contact the Badminton England safeguarding team.

Planning and Advertising

- Write a job description for each role you are recruiting for
- Identify the skills and experience that are needed for the role
- Ensure that the role is advertised, this could be on the club website, notice boards at the facility that you use, or through club newsletters. You may also wish to contact local volunteer agencies or use a volunteer website.
- Ask for proof of identification for the applicant i.e. a passport or driving licence
- Ensure that there are at least two officials from your organisation who look at the applications

Applicants Pack

Put together a pack for applicants to include:

- Aims of the county, club or organisation
- Job Description
- Experience and skills required
- Badminton England Safeguarding Policy and Procedures, including the Safeguarding Adults Policy
- Codes of Conduct
- An application form or ask for a covering letter and CV.



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Key Information required

Key information you require through the application process:

- Name, address and the right to work e.g. through a national insurance number (for paid staff only)
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport or badminton (to confirm experience and identify any gaps)
- The names of at least two people (not relatives) willing to provide written references that will confirm the applicant's previous experience of, and suitability for, working with young people (previous employer)
- Complete a Self Disclosure – detailing if they are known to Children's Social Care or have been disciplined through another NGB
- The applicant's commitment to abide by Badminton England's Code of Conduct and Safeguarding and Protecting Young People Policies and Procedures and / or Safeguarding Adults Policy.

At least two officials from the association should shortlist the applicants and invite them to an interview.

Screening and Checking

- At least two references must be provided, one of which relates to the applicants experience of working with young people and children and / or adults
- All references should be in writing, you may wish to follow them up with a phone call or email to confirm
- If there are concerns which arise from the references, you should contact the Badminton England safeguarding team for further support and guidance
- DBS checks should be conducted in accordance with eligibility of roles. All checks must be undertaken through Badminton England. You can find more information at www.badmintonengland.co.uk
- If the position is a coaching one, you should check that the coach is qualified and a coaching member of Badminton England. You should ask to see their coaching membership card or contact Badminton England for confirmation. All coaching members have been DBS checked by Badminton England and are insured to coach in line with their qualification.



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Recruitment from overseas

- Overseas background checks are available through Badminton England and our DBS checking partners, it is a safe and efficient service with the costs to be paid by the individual or their employing organisation
- All coaches who have spent more than 12 months out of the country in the last 3 years must complete an overseas check and any content will be risk assessed by Badminton England

Interview

- Meet with applicants before making a recruitment decision
- The meeting/interview provides an opportunity to explore in greater detail information gathered during the application process.
- The interviewers should prepare questions in advance that will give the applicant an opportunity to demonstrate their relevant experience

As well as considering an applicant's ability to fulfil a position, it is also important to assess their attitudes and commitment to child or adult welfare. Examples of questions that might be asked are:

- tell us about any previous experience you have working with adults at risk
- 'It is a winter evening and the training session has finished. A parent has not arrived – what would you do?'
- Is there anything that we should know that would affect your suitability to work with children or young people or adults within our club?

It is also recommended that applicants are asked to bring official photographic proof of identity such as a passport or driving licence



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Induction

All staff paid or voluntary must undergo an induction (formal or informal) to include:

- signing up to the Badminton England Safeguarding Policy and Procedures, Safeguarding Best Practice Guidelines and appropriate Codes of Conduct
- confirming and agreeing roles and responsibilities
- an initial period of supervision or mentoring could be introduced to support the volunteer

Training

Ongoing training should be provided to support the individual to fulfil their role. Appropriate Safeguarding training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding children

Badminton England advise all adults working with children and young people to attend UK Coaching's Safeguarding and Protecting Children three hour awareness course.

We also recommend the UK Coaching / ACT online Safeguarding Adults course for all those who work with adults at risk.

All Welfare Officers should attend a 'Time to Listen' course, contact the safeguarding team for more information.

Ongoing support

Supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

- receive feedback
- identify training needs
- set new goals
- highlight any concerns about inappropriate behaviour

