


# Safer recruitment of volunteers Guidance

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## 01 INTRODUCTION

Safer recruitment is a term used when recruiting volunteers and staff to help you discourage people with a potential to cause harm. It means you must take all reasonable steps to make sure that those you recruit into your organisation are suitable and appropriate.

## 2. APPLICATION STAGE

During the application stage you may need to ask additional questions that are important to safeguarding on any application form or email or written contact with a potential volunteer. You might ask for:

- details of former jobs or volunteering
- evidence of any previous work with the ages or types of people they'll be working with in this role
- why they want to volunteer in this particular role
- information about any close relationships with people in your club or netball organisation, so you can make sure they are not involved in the selection process.

## 3. INTERVIEW/SELECTION

- Have at least two people from your club or netball organisation involved in the interview.
- Don't just talk about netball and the role, leave lots of time for the volunteer to talk about themselves so you can judge whether they are a good fit.
- Ask questions about why they want the role to understand more about their motivation.
- Pre-prepare questions, especially questions about safeguarding, at the right level for the role, so you can assess if people will have the right attitude.
- Ask questions that encourage views and opinions to be discussed so you can see if the person's values align with England Netball and club values.
- Ask for real life examples so you can get a better sense of the person's experience and attitudes.
- Keep a record of volunteer's answers.
- For high-risk roles (such as safeguarding officers and coaches), seek an explanation for any gaps in the person's work or volunteering history or anything else in their application which seems out of place.
- For high-risk roles, you should also make sure applications are reviewed by two people, and at least one of those people should understand the safeguarding responsibilities of the role.

Check that the volunteer holds any relevant qualifications they say they have by asking them to bring the certificates with them to the interview – for example: sports coaching qualifications, first aid certificates etc. Take up a minimum of two references.

## 4. REFERENCES

You should always seek at least 2 references, even if you know the person taking up a new role. You may know them well but not know of potential risks in their background.

- You can get references in writing, on forms or by phone.
- You should store references carefully and with regard to data protection.
- This guide to safeguarding questions in references has some suggestions of things to ask.

### For character references

- How do you know the candidate?
- How long have you known the candidate?
- What are their weaknesses?
- What are their strengths?
- Do you have any concerns around this person working with children/young people/adults at risk?

### For work related references

- How do they relate to others?
- How did they react to stressful situations?
- How long have they worked for you and in what capacity?
- What concerns, if any, arose during their time employed with you?

Once selected, consider if the volunteer will have regular contact with children and young people or adults at risk – if so, an enhanced DBS check will be required – see below.

## 5. MORE INFORMATION

England Netball DBS information: England Netball | DBS
Safer recruitment for children's sports | CPSU (thecpsu.org.uk)
Safer recruitment principles | NCVO