

RECRUITMENT PROCEDURES FOR Basketball Northern Ireland & member clubs

Basketball Northern Ireland (BNI) relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Basketball would not exist.

BNI and our member clubs will ensure good recruitment procedures by:

- Defining the role the individual is applying for (job specification).
- Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form).
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Requesting required valid identification documents as set out by Access NI. I.D. must be verified by Club Chairperson.
- Ensuring that Access NI check has been carried out
- Setting a probationary period (6 months for staff or long-term volunteers).
- Interviewing the individual either formally or informally by two members.
 - Assessing the individual's experience of working with children or young people and knowledge of child protection issues.
 - Assessing their commitment to promoting good practice.
 - Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003
- Protection of Children and Vulnerable Adults (NI) Order Information Notes 1 - 3
- *Basketball Ireland* Guidelines
- Access NI