

WBSA Safer Recruitment Policy

WBSA is committed to applying a robust recruitment and selection process and recruit individuals who share WBSA values and approach to safeguarding. All WBSA registered clubs will be encouraged and trained to adopt these processes. These procedures will apply to both paid and voluntary positions. These procedures are not applicable in the following cases:

- Parents/carers whose only role is to care for their own child.
- One-Off volunteers who only have contact for a short period, e.g., young people on work experience, helpers at fundraising events, and are always supervised by appropriately recruited and vetted individuals.

DBS checks will be required by all WBSA Committee Members, Tournament Directors, Coaches, Referees and Volunteers depending on their role within the association, and the frequency of time spent with children under the age of 18 and the nature of the relationship.

DBS Guidelines:

- DBS checks will be required by all WBSA Committee Members, Tournament Directors, Coaches, Referees and Volunteers depending on their role within the association, and the frequency of time spent with children under the age of 18 and the nature of the relationship. WBSA use the following guidelines:
- WBSA Committee Members, Tournament Directors, Coaches, Referees, Volunteers must have a DBS Basic Check conducted upon recruitment into WBSA.
- WBSA Committee Members, Tournament Directors, Coaches, Referees, Volunteers must have a DBS Enhanced & Children's Barred List Check if time spent with children under the age of 18 is considered regular (2-3 times a month).
- WBSA Committee Members, Tournament Directors, Coaches, Referees, Volunteers must have a DBS Enhanced & Children's Barred List Check if the relationship/s with the child/children is one of guidance, technical assistance or any form of counselling or mentoring.
- WBSA Committee Members, Tournament Directors, Coaches, Referees, Volunteers must have a DBS Enhanced & Children's Barred List Check if they spend any overnight stays (2am-6am) with children under the age of 18.
- WBSA Committee Members, Tournament Directors, Coaches, Referees, Volunteers will only require the DBS Basic Check if the time spent around children under the age of 18 is of a 'rule based/score counting' nature and no attempt to explain, teach or guide the child/children is happening.

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- WBSA Chair must have a DBS Enhanced & Children's Barred List Check as the head recruiter.
- WBSA update all DBS Checks annually.
- WBSA use the World Professional Billiards & Snooker Association to conduct DBS checks for our Coaches.
- WBSA update all DBS Checks annually.

DBS policy for storage and security of disclosures.

WBSA holds safeguarding disclosures in a password protected database. WBSA Chair, Safeguarding Officer and Deputy Safeguarding Officer are the only members who have access to this file.

Recruitment guidelines:

All positions will have a job/role description that describes the range of duties the role will involve.

All positions must adhere to their roles and duties or they will face disciplinary procedures.

All applicants will be required to complete the WBSA Application Forms for the following roles:

- WBSA Application Form – Coach
- WBSA Application Form – Volunteer
- WBSA Application Form – Committee Member
- WBSA Application Form - Referee

All Applicants will complete the Self Disclosure Forms relevant to their role working with children:

- WBSA Self-Disclosure Form for Regulated Activity.
- WBSA Self Disclosure Form for Non-Regulated Activity.

All applicants will provide legally accurate Information:

- Provide 2 references where the references will know the applicant for a minimum of 3 years and not be related.
- Provide 3 accurate ID verification documents when providing information for their DBS check. (usually passport, driving licence, utility bill)
- Be required to sign up to the WBSA Membership, Registration & Medical Form, Player/Officials Contracts and all relevant WBSA Policies.

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- Attend a recognised safeguarding and protecting children course online (3 hours) as soon as possible and no later than six months after taking up their post.
- Complete a probationary trial period (usually 6 months).

Support and guidance. All applicants will:

- Be guided and mentored by current staff members in the same roles.
- Have access to the full resources of the WBSA for their development including What's App Chat Group.
- Be monitored, and reviewed every 12 months.

Successful Recruitment:

- There must be a majority vote in the committee for the acceptance of new recruits.
- In the event of a tie, the Chair will have the casting vote.



Andy Rogers
WBSA Chairman



Anthony Krysa
WBSA Safeguarding Officer

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