



## SAFEGUARDING REQUIREMENTS FOR LICENSING

There are safeguarding requirements for coaches, bench personnel and officials who are licensing to work in Basketball. The requirements differ, depending on the license you are applying for. The table below explains what is required for each role. On the next page are details about how to send this information to us. Please note that Official's licenses are transferrable, meaning that they can be used in Junior and Senior competition, and therefore the Safeguarding checks apply to all Official's licenses. *(For officials aged U18, please read notes below)*

ROLE	AGE CATEGORY	DBS	SYSTEM REQUIREMENT	SAFEGUARDING CERTIFICATE	SYSTEM REQUIREMENT	SELF-DECLARATION FORM	SYSTEM REQUIREMENT
<b>COACH</b>	Junior	YES	See below - DBS criteria	YES	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile
	Senior/Junior	YES	See below - DBS criteria	YES	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile
	Senior	NO	<p><b>NBL</b> - Club admin to email Support Team confirming no U18s in team or practices.</p> <p><b>LL</b> - League admin to email Support Team confirming League requirement for Senior Coaches</p>	NO	<p><b>NBL</b> - Club admin to email Support Team confirming no U18s in team or practices.</p> <p><b>LL</b> - League admin to email Support Team confirming League requirement for Senior Coaches</p>	SG2	Upload signed form to membership profile



<b>BENCH PERSONNEL</b>	Junior	YES	See below - DBS criteria	YES	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile
	Senior/Junior	YES	See below - DBS criteria	YES	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile
	Senior	NO	<p><b>NBL</b> - Club admin to email Support Team confirming no U18s in team or practices.</p> <p><b>LL</b> - League admin to email Support Team confirming League requirement for Senior Coaches</p>	NO	<p><b>NBL</b> - Club admin to email Support Team confirming no U18s in team or practices.</p> <p><b>LL</b> - League admin to email Support Team confirming League requirement for Senior Coaches</p>	SG2	Upload signed form to membership profile
<b>REFEREE</b>	All	Yes	See below - DBS criteria	Yes	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile
<b>TABLE OFFICIAL</b>	All	Yes	See below - DBS criteria	Yes	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile
<b>STATISTICIAN</b>	All	Yes	See below - DBS criteria	Yes	See below - Safeguarding certificate criteria	SG1	Upload signed form to membership profile



## DBS CRITERIA

Coaches, Bench Personnel and Officials who are over the age of 16 must either;

1. Apply for new DBS by emailing [safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk). You need to send us your full name, email address, role in basketball and confirm whether you are a volunteer or non-volunteer. To qualify for a volunteer check, you must not: benefit financially from the position for which the application is being submitted or receive any payment (except for travel and other approved out-of-pocket expenses)
2. Present your DBS from another employer/organisation to a local Welfare Officer or Verifier. This person must also hold an enhanced DBS certificate. The representative will need to check the certificate and email the following information to [safeguardingbasketball@basketballengland.co.uk](mailto:safeguardingbasketball@basketballengland.co.uk) -
  - Full name of applicant
  - Basketball England membership number (if known)
  - DBS Certificate Number - This is the 12-digit number on the top-right of the certificate
  - Date of Issue - A certificate must have been issued within the last 3 years to be acceptable for licensing
  - Role applied for - as detailed on the certificate
  - Confirmation that the certificate is an Enhanced Check, with Children's Barred List and contains no content

Further information on checking DBS certificates not issued by Basketball England can be found [here](#).

3. If you are on the update service, present your original certificate to a local Welfare Officer or Verifier as in Option 2. They must email the Safeguarding Team. You must then email the Safeguarding Team to request that we check the update service.

*\*If you are applying for a new DBS check within 1 month of the start of the season, the Safeguarding Team may apply a temporary override on DBS field on the system to allow you to license for games. It is your responsibility to register your details, meet with a verifier and make payment for your DBS because a second override will not be applied if you haven't progressed your application.*



## **SAFEGUARDING CERTIFICATE CRITERIA**

Coaches, Bench Personnel and Officials who are over the age of 18 require proof of attending a safeguarding course.

If you are new to coaching, you must complete a 3-hour tutor-led Safeguarding and Protecting Children course as your introduction to safeguarding.

For coach renewals and other roles, we currently accept a range of safeguarding courses. This includes tutor-led courses, online courses and proof of training with other employers. . You should look for courses which are Level 2 or equivalent. For qualifications obtained through other employers, you must upload official confirmation from your workplace which includes name of course attended, issue & expiry dates. If you are purchasing a course, please contact the Safeguarding Team prior to completion to check the course you are planning to complete is accepted by BE.

You must upload a copy of your safeguarding course certificate to your profile on the membership system. A member of staff will check the document and approve or reject it. The courses which we recommend can be found on this link;

[Safeguarding Training & Research. | Basketball England](#)

*\*If you are licensing as an official for the 2021/22 season and are waiting for a place on a safeguarding course, please email the team to confirm the date of your planned course and a temporary override can be put on this part of your license pending completion of the course.*

## **SG1/SG2 – SELF-DECLARATION FORMS**

You must upload a copy of your self-disclosure to your profile on the membership system. Each form can be downloaded from under the Eligibility tab on your profile. A member of the Safeguarding team will check the upload and either contact you, or accept the document. *\*No overrides will be applied for self-declarations.*