

SAFE RECRUITMENT POLICY

CUDDINGTON AND SANDIWAY TENNIS CLUB

VERSION DATE: 5TH MARCH 2024

PURPOSE AND SCOPE

This is the recruitment policy for Cuddington and Sandiway Tennis Club (C&STC) which seeks to protect children and vulnerable adults who visit or are members of the club. The aim is to deter people who might abuse children or adults at risk from applying for paid or voluntary roles where they will have access to those vulnerable groups.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with the club who could be involved in the recruitment and selection of staff.

ASSESSMENT OF ROLE FOR RECRUITMENT PROCESS

Roles at C&STC will be assessed as one of three types as follows:

1. A role where the employee will not be working with children or vulnerable adults (such as maintenance). In this case, advertisement, selection and interview will be required as appropriate to the role, however DBS checks are not required in this instance and the remainder of this policy does not apply here.
2. A role that involves the individual working with children (anyone under 18) or adults at risk. This includes coaching, caring or transporting of the people in his or her care but where the individual is also supervised by another adult. The role will require the recruitment and vetting process described below including a Basic DBS check via the LTA.
3. A role as 2. above but where the individual is working alone with the children or adults at risk and hence unsupervised. This is a Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and requires the individual will be subject to the vetting process described below but with an Enhanced DBS and Barring check via the LTA.

RECRUITMENT AND VETTING PROCESS

Any adverts for vacancies and/or job descriptions will refer to the requirements to complete the appropriate DBS check.

Applicants will be asked to provide the club with all information relevant to the role such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants will be asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, the applicants will be asked to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

Reasonable steps will be taken to confirm the applicants' suitability for the role, including verification of the information that the applicant provides. The club may also ask interview questions designed so that candidates can demonstrate their attitudes and values towards working with children.

Applicants may also be asked to provide contact details of people willing to act as a referee during the application process. This could include someone who can comment on the applicant's previous work with children. References are normally sought after a conditional offer of employment or engagement has been made. However there may be occasions when applicants are asked for consent to contact a referee beforehand. Offers of employment or engagement are subject to satisfactory completion of the vetting processes.

DBS CHECKS

Individuals will be required to complete the appropriate DBS check via the LTA before commencement of employment or engagement and at least every 3 years during their employment.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check.

Where the individual has lived abroad for more than 12 months (continuously or in total) over the previous ten years, an additional Overseas Criminal Record check must be carried out.

In order to minimise risk, if a role requires a DBS check and this check takes much longer than anticipated, in exceptional circumstances where a delay in employment or engagement may cause significant operational difficulties the Chair may authorise an individual to commence their work in a supervised capacity. However, this does not apply to roles considered as working in Regulated activity.

If we are not satisfied with the outcome of any of the above checks or if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales, we may decide to withdraw a conditional offer of employment or engagement.

DBS CHECKS REVEALING CONTENT

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for.

The LTA will receive a notification when a DBS check has revealed content (i.e. an offence); however, the LTA will not know the details of the content. The applicant will be asked to provide the original DBS check for review. The LTA will then review the information to decide if any further information or action is required.

If the DBS is not provided to the LTA for review, C&STC may withdraw any conditional offer of employment or engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

RELATED POLICIES AND PROCEDURES

This policy should be read alongside our C&STC policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Photography and filming
- Use of changing rooms
- Safeguarding policy

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chairperson: Andrew Hilton
Welfare Officer: Yvonne Williams

Date: 05.03.2024