

APPLETON ROEBUCK TENNIS CLUB

SAFE RECRUITMENT POLICY

Appleton Roebuck Tennis Club is committed to safeguarding children (anyone under 18) and adults at risk. Appleton Roebuck Tennis Club complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Appleton Roebuck Tennis Club conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

It should be noted that Appleton Roebuck Tennis Club does not employ any staff. Therefore, this policy is applicable to any of our volunteers and also any self-employed coaches who operate at the club.

The aim of the Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

Anyone involved in the recruitment and selection of individuals for the above roles, is responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy will be applied consistently in relation to everyone, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

RECRUITMENT PROCESS

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required.

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

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

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

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. References are normally sought after a conditional offer of employment or engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of engagement has been made. All offers of engagement are subject to the satisfactory completion of all vetting processes including references.

Following LTA guidelines, all coaches operating at Appleton Roebuck Tennis Club must produce the following documents before commencing coaching:

- * DBS certificate obtained through the LTA
- * LTA coach accreditation certificate
- * Safeguarding certificate
- * First aid certificate
- * Insurance certificate
- * Risk assessment

Appleton Roebuck Tennis Club provides an induction programme for all new committee members, which includes our safeguarding policies and procedures.

DBS CHECKS

Any individual intending to work in Regulated Activity with children, young people or adults is required to complete an Enhanced DBS check and Barred List check before taking up the role. This must be renewed every 3 years.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

Any individual intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of that engagement. This must be renewed at least every 3 years during their engagement. Appleton Roebuck Tennis Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

If we are not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) we may decide to withdraw an offer of engagement. We may also withdraw an offer of engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Individuals who begin performing additional duties or a different role that moves them into Regulated Activity will be asked to complete a new Enhanced DBS and Barred List check.

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.

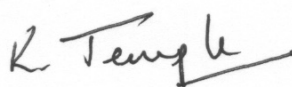
The LTA will receive a notification when a DBS check has revealed content (i.e. an offence); however, the LTA will not know the details of the content.

When the LTA receives a notification that a DBS check has revealed 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, Appleton Roebuck Tennis Club may withdraw any offer of engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

This policy is reviewed every two years

Chairperson: Kath Temple



Date 15.11.22

Welfare Officer: Christine Howat



Date 15/11/22